

# **PHILIPPINE BIDDING DOCUMENTS**

Republic of the Philippines

# **PROCUREMENT OF GOODS**

**Adoption of Digital Learning  
Platform Through ICT  
Modernization (Virtualized  
Infrastructure and Campus  
Information System)**

**(PR 26-02-072)**

**First Edition  
May 2025**

## Preface

This Philippine Bidding Documents (PBD) for the Government of the Philippines (GoP) for the procurement of Goods through [*Competitive Bidding, Limited Source Bidding, Competitive Dialogue,<sup>1</sup> or Unsolicited Offer with Bid Matching<sup>2</sup>*] have been prepared by the GoP for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCC), government financial institutions (GFI), state universities and colleges (SUC), and local government units (LGU) and autonomous regional government use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution<sup>3</sup> in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of Bidders, such as track record to be determined by the Head of the Procuring Entity (HoPE); (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning Bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBD groups the provisions that are intended to be used unchanged in Section II. Instructions to Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in Section III. Bid Data Sheet (BDS); Section V. Special Conditions of Contract (SCC); Section VI. Schedule of Requirements; and Section VII. Technical Specifications. The forms to be used are provided in Section VIII. Philippine Bidding Document Related Forms.

Prudence must be exercised to check the relevance of the provisions of the PBD against the requirements of the specific Goods to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents, except for the notes introducing Section VIII. Philippine Bidding Document Related Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

- a) All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Project.
- b) Specific details, such as the “name of the Procuring Entity” and “address for bid submission,” should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- c) This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, SCC, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should not contain footnotes except Section VIII. Philippine Bidding Document Related Forms since these provide important guidance to Bidders.

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<sup>1</sup> For Second Stage of Competitive Dialogue under Section 29.4.2 of IRR of RA No. 12009.

<sup>2</sup> For Comparative or Competitive Bidding for Unsolicited Offer under Section 30.7 of IRR of RA No. 12009.

<sup>3</sup> Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

- d) The cover page should be modified as required to identify the Bidding Documents and date of issue.
- e) The Project title page should be modified as required to identify the Project title and number, name and address of the Procuring Entity.
- f) If modifications must be made to the bidding requirements, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy reference and completion, clauses from the PBD and SCC shall appear in bold type face on Section II. Instructions to Bidders and Section IV. General Conditions of Contract, respectively.



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE FOR GOODS**

Normal Road, Baliwasan Zamboanga City  
Telephone: 062-991-1771 LOC. 1002  
[www.wmsu.edu.ph](http://www.wmsu.edu.ph)



# **PROCUREMENT OF GOODS**

**Adoption of Digital Learning  
Platform Through ICT  
Modernization (Virtualized  
Infrastructure and Campus  
Information System)**

***PhilGEPS Reference No: 47540***  
***Control Number: 2602072***

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## ***Glossary of Acronyms, Terms, and Abbreviations***

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

BDS – Bid Data Sheet.

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA - Cooperative Development Authority.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

COS – Contract of Service.

CPI – Consumer Price Index.

DDP – Delivered Duty Paid.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

GCC - General Conditions of Contract.

GFI – Government Financial Institution.

GOCC – Government-Owned and/or –Controlled Corporation.

GoP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

HoPE – Head of Procuring Entity.

INCOTERMS – International Commercial Terms.

IRR – Implementing Rules and Regulations.

ITB – Instructions to Bidders.

JO – Job Order.

LCB- Lowest Calculated Bid.

LCRB – Lowest Calculated Responsive Bid.

LGU – Local Government Unit

LoC – Letter of Credit.

MAB – Most Advantageous Bid.

MARB – Most Advantageous Responsive Bid.

MEARB – Most Economically Advantageous Responsive Bid.

MYCA – Multi-Year Contracting Authority.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

PSA – Philippine Statistics Authority.

RA No. – Republic Act Number.

SARB – Single Advantageous Responsive Bid.

SCC - Special Conditions of Contract.

SCRB – Single Calculated Responsive Bid.

SEARB – Single Economically Advantageous Responsive Bid.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

## ***Definition of Terms***

**Bid** – a signed offer, proposal, or quotation submitted by a supplier, manufacturer, distributor, contractor, consultant, or service provider in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR, Section 5[c]).

**Bidder** – a supplier, manufacturer, distributor, contractor, consultant, and service provider, whether public or private, who submits a Bid in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR, Section 5[d]).

**Bidding Documents** – the documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary to prospective Bidder to prepare a Bid for the Goods, Infrastructure Projects, and Consulting Services required by the Procuring Entity. (IRR, Section 5[e]).

**Contract** – refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contract Price** - the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

**Effective Date of the Contract** – the date indicated in the contract. However, the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed.

**Foreign-funded Procurement or Foreign-Assisted Project** – refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Government of the Philippines which are wholly or partly funded by foreign loans or grants pursuant to a Treaty or International or Executive Agreement.

**Framework Agreement** – is a procurement strategy which shall be in the nature of an option contract between the Procuring Entity and the Bidder that stipulates the terms and conditions to be applied in subsequent contracts for the procurement of Goods, Infrastructure Projects, and Consulting Services with a single or multiple contractor, manufacturer, supplier, distributor, consultant, and service provider to expand the pool of prospective Bidders, take advantage of economies of scale, minimize the administrative burden of conducting separate procurement activities, and generate time and money savings. (IRR, Section 16.2).

**Goods** – refer to (i) all items, supplies, and materials, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity; or (ii) general support services which pertain to all types of services except Consulting Services and Infrastructure Projects, such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services. Personnel Services or individual COS or JO engagements do not fall under this definition; (IRR, Section 5[n])

**MARB** – refers to the award criteria in the procurement of Goods where the considerations for the award of contract are the eligibility of the bidder, the responsiveness of its bid to the technical requirements, and the most advantageous bid in reference to the highest rated offer based on the quality component of the bid.

MEARB – refers to the award criteria in the procurement of Goods where the considerations for the award of contract are the eligibility of the bidder, and the responsiveness of its bid to the technical requirements, and the determination of the most economically advantageous bid in reference to the quality-price ratio allocated to the technical and financial components of the bid.

Online submission – pertains to the submission of the bid for Goods and the bid envelopes containing the technical and financial components of the bid through electronic means or through the electronic bidding facility of the PhilGEPS.

Project – refers to a specific or identified procurement covering Goods, Infrastructure Projects or Consulting Services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan.

Services - means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by its Bid. Supplier as used in these Bidding Documents may likewise refer to a manufacturer, distributor, contractor, or consultant, or service provider.

Verified Report - the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

- a) In line with the principle of transparency and competitiveness and to ensure the widest possible dissemination thereof, all invitations to bid shall be published continuously by the Procuring Entity for seven (7) calendar days on the PhilGEPS website, in any conspicuous place reserved for this purpose in the premises of the Procuring Entity, and in the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the Government Procurement Policy Board (GPPB), and the website prescribed by the foreign government/foreign or international financing institution, if applicable.
- b) For justifiable reasons, a Procuring Entity that cannot publish procurement opportunities on its website, social media platform, or such other channels authorized by the GPPB shall publish its Invitation to Bid, at least once, in a newspaper of general nationwide circulation;

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid should also indicate the following:

- a) The availability of the Bidding Documents, which shall commence on the date the Invitation to Bid is first published and continue until the deadline for submission and receipt of bids;
- b) The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c) The deadline for the submission and receipt of bids from the last day of publication of the Invitation to Bid;
- d) The procurement strategy/ies (e.g. Life Cycle Assessment and Life Cycle Cost Analysis, Subcontracting, Pooled Procurement); and
- e) The bid award criterion/criteria (e.g., the application of a margin of preference in bid evaluation).

The Invitation to Bid should be incorporated in the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents, particularly to the relevant information in the BDS.



## **INVITATION TO BID FOR *Adoption of Digital Learning Platform Through ICT Modernization (Virtualized Infrastructure and Campus Information System)***

- 1) The **Western Mindanao State University**, through the **GAA Fund 101<sup>4</sup>** intends to apply the sum of **Three Hundred Seventy-Six Million Three Hundred Ninety-Five Thousand Four Hundred Thirty-Two Pesos and Seventy-Seven Centavos (PHP 376,395,432.77)** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Adoption of Digital Learning Platform Through ICT Modernization (Virtualized Infrastructure and Campus Information System)***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The **Western Mindanao State University** now invites bids for ***Adoption of Digital Learning Platform Through ICT Modernization (Virtualized Infrastructure and Campus Information System)***. Delivery of the Goods is required ***within Sixty (60) Calendar Days***. Bidders should have completed, at least ***Three (3) years*** from the date of submission and receipt of bids, contracts similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
- 3) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.
  - i) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
- 4) Interested Bidders may obtain further information from **Western Mindanao State University** and inspect the Bidding Documents at the address given below from **8:00 AM - 5:00 PM Monday to Friday**.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders on **July 18 to August 18, 2026 Monday to Friday** from the address given below **Procurement Office, Ground Floor Admin. Building, WMSU, Normal Road, Baliwasan, Zamboanga City** upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Fifty Thousand Pesos (Php 50,000.00)**.

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<sup>4</sup> Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled "Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the "Higher Education Modernization Act of 1997", in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009);

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 6) The **Western Mindanao State University** will hold a Pre-Bid Conference on **August 3, 2026 @ 9:30 A.M.** and/or through video conferencing via **zoom**, which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through **manual submission** at the office address indicated below on or before **August 18, 2026 @ 9:30 AM**. Late bids shall not be accepted.
- 8) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.
- 9) Bid opening shall be on **August 18, 2026 @ 9:30 AM** at **Procurement Conference Office, Ground Floor Admin. Building, WMSU, Normal Road, Baliwasan, Zamboanga City**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) The contract will be awarded to the bidder who submits the Most Economically Advantageous Responsive Bid (MEARB).
- 11) The **Western Mindanao State University** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 12) For further information, please refer to:  
  
Mark Anthony V. Almeda  
Head Secretariat  
Western Mindanao State University  
Normal Road, Baliwasan  
Zamboanga City  
Tel. No.: (062)991-1771 loc. 1002  
Email: [bac@wmsu.edu.ph](mailto:bac@wmsu.edu.ph)
- 13) You may visit the following websites:

For downloading of Bidding Documents: **[www.wmsu.edu.ph](http://www.wmsu.edu.ph)** and **[philgeps.gov.ph](http://philgeps.gov.ph)** website

*The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids pursuant to Section 64 and 70 of RA12009 and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.*

July 18, 2026

**JOSELITO D. MADROÑAL, DPA**  
**BAC Chairperson for Goods**

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section of the Bidding Documents provides the information necessary for Bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification and on the award of contract.

This Section contains provisions that shall not be changed or modified. Any amendment shall be reflected on Section III. Bid Data Sheet which consists of provisions that supplement, amend, or specify in detail, information or requirements included in this Section.

Matters governing performance of the Supplier, payments under the contract, or those affecting the risks, rights, and obligations of the parties under the contract are not normally included in this Section, but rather under Section IV. GCC and/or Section V. SCC. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, prudence must be exercised to avoid contradictions between clauses dealing with the same matter.

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## **A. General**

### **1) Scope of Bid**

- 1.1 The Procuring Entity, named in the **BDS** invites bids for the Project with Identification Number which shall be specified in the **BDS**.
- 1.2 The Project is composed of number of lots or items as provided in the **BDS**, the details of which are described in Section VII. Technical Specifications.

### **2) Source of Funds**

The Procuring Entity has a budget or has received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for this Project to cover eligible payments under the contract.

### **3) Corrupt, Fraudulent, Collusive, and Coercive Practices**

- 3.1 Unless otherwise specified in the **BDS**, the Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
  - a) defines, for purposes of this provision, the following terms under existing laws, rules, and regulations:
    - i) “corrupt practice” means an act by which officials in the public or private sectors improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA No. 3019.
    - ii) “fraudulent practice” means a misrepresentation of facts for purposes of influencing a procurement process or the execution of a contract to the detriment of the Procuring Entity, which includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
    - iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
    - iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their

participation in a procurement process, or affect the execution of a contract;

v) “obstructive practice” is

a) deliberately destroying, falsifying, altering or concealing of evidence material to administrative proceedings or investigation or making false statements to investigators in order to materially impede administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution relative to allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent the latter from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

b) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

b) Undertakes to reject a proposal for award upon *prima facie* determination that the Bidder recommended for award has engaged in any of the prohibited practices mentioned in this Clause for purposes of competing for the contract.

3.2 Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).

3.3 Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a Bidder or Supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

#### 4) **Conflict of Interest**

4.1 All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) and (f) below:

a) A Bidder has controlling shareholders or beneficial owners in common with another Bidder;

b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;

c) A Bidder has the same legally authorized representative as that of another Bidder for purposes of this bid;

- d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process; This may include a firm or an organization that lends, or temporarily seconds, its personnel to firms or organizations that are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project;
  - e) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.
  - f) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.
- 4.2 All Bidding Documents shall be accompanied by an omnibus sworn statement of the Bidder that it is not related, by consanguinity or affinity up to the third level, to the HoPE, Procurement Agent (if engaged), the head of the Project Management Office (PMO), the End-User or Implementing Unit or any members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and BAC Secretariat.
- 4.3 The Bidder shall also disclose the ultimate beneficial ownership of an entity. Failure to comply shall be a ground for the automatic disqualification of the bid in consonance with Section 59 of the IRR. For this reason, relation to the aforementioned persons within the third civil degree of consanguinity or affinity shall automatically disqualify the Bidder from participating in the procurement of contracts of the Procuring Entity notwithstanding the act of such persons inhibiting themselves from the procurement process. This Clause shall apply to the following persons and affiliates:
- a) In the case of individuals or sole proprietorships, to the Bidders and their spouses;
  - b) In the case of partnerships, to the partnership itself and its partners;
  - c) In the case of cooperatives, to the cooperative itself and members of the board of directors, general manager or chief executive officer;
  - d) A partnership, joint venture or consortium which is blacklisted or which has blacklisted member/s or partner/s, as well as a person or entity who is a member of a blacklisted joint venture or consortium, are, likewise not allowed to participate in any government procurement during the period of suspension or blacklisting; and
  - e) In the case of corporations, a single stockholder, together with their relatives up to the third civil degree of consanguinity or affinity, and their assignees, holding at least twenty percent (20%) of the shares therein, its chairperson and president, shall be blacklisted after they have been determined to hold the same controlling interest in a previously blacklisted corporation or in two corporations that have been blacklisted; the corporations of which they are part of shall also be blacklisted.

## 5) Eligible Bidders

- 5.1 Only Bids found to be legally, technically, and financially eligible will be evaluated. For procurement of Goods, the following persons shall be eligible to participate in this bidding:
- a) Duly-licensed Filipino citizens or sole proprietorships;
  - b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - d) Cooperatives duly organized under the laws of the Philippines; and
  - e) Persons or entities forming themselves into a Joint Venture (JV), i.e., a group of two (2) or more persons or entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their Joint Venture Agreement (JVA); Provided, further, that the primary purpose of each member of the JV must be similar to or related with the requirements of the project to be bid out.
- 5.2 Foreign Bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:
- a) When provided for under any treaty or international or executive agreement as provided in Section 4 of the IRR;
  - b) When the foreign supplier is a citizen, corporation, or association of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - c) When the Goods sought to be procured are not available from local suppliers; or
  - d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3 GOCCs may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4 The Bidder must have completed, within a period of ten (10) years from the submission of the bid, unless a shorter period is indicated in the Invitation to Bid and **BDS**, a Single Largest Completed Contract (SLCC) that is similar to the procurement project to be bid, and whose value must be equivalent to at least fifty percent (50%) of the ABC, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices.

5.5 If the Procuring Entity determines that it is necessary to adopt a different SLCC requirement to ensure broader Bidder participation while establishing their technical capacity, it may allow Bidders to present a combination of contracts completed within the same period, provided their total value is at least fifty percent (50%) of the ABC, thus:

- a) The Bidder should have completed at least one (1) similar contract amounting to at least 25% of the ABC; and
- b) The Bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.

For this purpose, the Procuring Entity may clarify in the **BDS** the definition or description of what it considers to be a similar project, which must be germane to the kind, class, or genus of goods or services to be procured, guided by the principle of proportionality and fit-for-purpose approach.

5.6 The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic Bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR not earlier than two (2) years prior to date of bid submission.

For purposes of computing the foreign Bidders' NFCC, the value of the current assets and current liabilities shall be based on their latest AFS prepared in accordance with International Financial Reporting Standards.

If the Bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. Provided that, if issued by a foreign bank, it shall be confirmed or authenticated by a local bank.

## **6) Bidder's Responsibilities**

6.1 The Bidder or its duly authorized representative shall submit an omnibus sworn statement, in the form prescribed in Section VIII. Philippine Bidding Document Related Forms, as required in ITB Clause 12.1(viii).

6.2 Before submitting their bids, the Bidder is deemed to be knowledgeable with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.

6.3 The Bidder undertook the following responsibilities:

- a) Took steps to carefully examine and ensure full understanding and comprehension of the Bidding Documents, its requirements, clauses, and provisions;

- b) Acknowledged 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;
- d) Complied with the responsibility to inquire, or secure the Supplemental Bid Bulletin(s) as provided under ITB Clause 10.4;
- e) Ensured that it is not “blacklisted” or barred from bidding by the Government of the Philippines (GoP) or any of its agencies, offices, corporations, or LGUs, including foreign government, or foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB; by itself or by reason of its relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
- f) Ensured that each of the documents submitted in satisfaction with the bidding requirements is an authentic copy of the original, complete, and that all statements and information provided therein are true and correct;
- g) Authorized the HoPE or its duly authorized representative/s to verify all the documents submitted;
- h) Ensured that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the bid, to sign, and execute the ensuing contract, accompanied by the duly-notarized Special Power of Attorney, Board, or Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
- i) Complied with the disclosure provision under Section 81 and 82 of RA No. 12009 and its IRR, in relation to other provisions of RA 3019;
- j) Complied with existing labor laws and standards, in the case of procurement of services. Moreover, the Bidder undertakes to:
  - i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or Collective Bargaining Agreement (CBA); or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the Department of Labor and Employment (DOLE) of underpayment or non-payment of workers’ wages and wage-related benefits, the Bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of RA No. 12009, without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

  - ii) Comply with Occupational Safety and Health Standards (OSHS) and correct deficiencies, if any.

In case of imminent danger, injury, or death of the worker, the Bidder undertakes to suspend contract implementation pending clearance to resume from the DOLE Regional Office, in compliance with the Work Stoppage Order; and

- iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work, and other benefits under prevailing national laws, rules and regulations; or CBA; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises.
- k) Ensured that it 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.
- l) Examined all instructions, forms, terms, and specifications in the Bidding Documents.
- m) Determined and complied with all matters pertaining to the contract to be bid, including but not limited to: (i) the location and the nature of this Project; (ii) climatic conditions; (iii) transportation facilities; and (iv) other factors that may affect the cost, duration, and execution or implementation of this Project.
- n) Ensured that all information in the Bidding Documents, including bid or supplemental bid bulletin/s issued, are correct and consistent. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible Bidder out of the data furnished by the Procuring Entity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.4 Further, the Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

In case of failure of bidding, the Bidding Documents fee may be applied in the re-bidding for the same Project.

- 6.5 Furthermore, the Bidder should be aware that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7) Origin of Goods**

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods other than those prohibited by a decision of the United Nations (UN) Security Council taken under Chapter VII of the Charter of the UN.

## **8) Subcontracts**

- 8.1 Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the HoPE and as stated in the **BDS**. However, the subcontracted portion shall not exceed twenty percent (20%), or a different percentage of the ABC, on a per project basis, as approved by the GPPB.
- 8.2 Subcontracting of any portion of this Project shall not relieve the Bidder from any liability or obligation that may arise from the contract.
- 8.3 Subcontractors must meet the eligibility criteria and submit the same eligibility documents as the general contractor. Failure of a subcontractor to meet the eligibility criteria does not affect the eligibility of the general contractor for the Project. In such case, the portion intended to be subcontracted to the ineligible subcontractor shall be assumed by the general contractor.
- 8.4 Subcontracting arrangement, if allowed, including the time of submission of the eligibility documents of the subcontractor, shall be disclosed in the **BDS**.

## **B. Contents of Bidding Documents**

## **9) Pre-Bid Conference**

- 9.1 If so specified in the **BDS**, a pre-bid conference shall be held either at the Procuring Entity's physical address and/or online through videoconferencing, webcasting, or similar technology, or a combination thereof, on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- 9.2 The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid and other bidding documents in the PhilGEPS.
- 9.3 Bidders are highly encouraged to attend the pre-bid conference to fully understand the Procuring Entity's requirements. While non-attendance of the Bidder will in no way prejudice its bid. The Bidder is deemed to know any changes and/or amendments to the Bidding Documents, as may be provided in the Supplemental Bid Bulletin.  
  
The proceedings of the pre-bid conference shall be recorded, and the corresponding minutes shall be prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective Bidders not later than five (5) days upon written request.
- 9.4 Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

## **10) Clarification and Amendment of Bidding Documents**

- 10.1 Prospective Bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the BAC of the Procuring Entity at the address or electronic mail indicated in

the **BDS** or through the electronic bidding facility of PhilGEPS, as may be applicable, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

- 10.2 The BAC shall respond to the said request by issuing a Supplemental Bid Bulletin duly signed by the BAC Chairperson. It shall be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3 Supplemental Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4 Any Supplemental Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS, in any conspicuous place in the premises of the Procuring Entity, and on the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the GPPB. It shall be the responsibility of all prospective Bidders, including those who have properly secured the Bidding Documents, to inquire and secure Supplemental Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental Bid Bulletin must be accordingly informed by the BAC and be allowed to modify or withdraw their bids prior to the deadline for the submission and receipt of bids in accordance with ITB Clause 21.

## **C. Preparation of Bids**

### **11) Language of Bids**

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign Bidder's country. The Bidder shall cause the authentication of the translated documents and shall be authenticated by the appropriate Philippine foreign service establishment or post or the equivalent office having jurisdiction over the foreign Bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.9.2 of [the] IRR, except for countries identified by the DFA that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

### **12) Documents Comprising the Bid: Technical and Financial Components**

- 12.1 The first bid envelope shall contain the following technical documents, including the eligibility documents:
  - i) PhilGEPS Certificate of Registration (Platinum Membership);

- ii) Statement of SLCC;
- iii) NFCC Computation or committed Line of Credit (LoC);
- iv) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- v) *[if applicable]* JVA) or in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;
- vi) Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;
- vii) Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable;
- viii) Omnibus Sworn Statement; and
- ix) For foreign Bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

12.2 The second bid envelope shall contain the following financial documents:

- a) Bid Form which includes the Bid price;
- b) Price Schedules in accordance with ITB Clause 13.1; and
- c) *[if applicable]* Certificate of Domestic Preference, in accordance with ITB Clause 25.

12.3 Whenever necessary, modifications may be made to the foregoing components specifically for major and specialized procurement to suit the particular needs of the Procuring Entity, subject to the approval of the GPPB.

12.4 All bids that exceed the ABC shall not be accepted. Unless otherwise indicated in the **BDS**, for foreign-funded procurement, the ABC shall be applied as the ceiling to bid prices provided the following conditions are met:

- a) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the Procuring Entity, payment could be made upon the submission of bids.
- b) The Procuring Entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the Procuring Entity and that the estimates reflect the quality, supervision and risk, and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.

- c) The Procuring Entity has trained cost estimators in estimating prices and analyzing bid variances.
- d) The Procuring Entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- e) The Procuring Entity has established a monitoring and evaluation system for contract implementation to provide feedback on actual total costs of goods and works.

However, the GoP and the foreign government, or foreign or international financing institutions may agree to waive the foregoing conditions.

### 13) Bid Prices

13.1 The Bidder shall accomplish the Price Schedule Form as prescribed by the Procuring Entity, which may include the following details:

- a) For Goods offered from within the Philippines:
  - i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable);
  - ii) The cost of all customs duties and sales and other taxes already paid or payable;
  - iii) The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv) The price of other (incidental) services, if any, listed in the **BDS**.
- b) For Goods offered from abroad:
  - i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted Delivery Duty Paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii) The price of other (incidental) services, if any, listed in the **BDS**.
- c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations.

13.2 The Bidder shall accomplish the appropriate Price Schedule included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project. The Bidder shall fill in rates and prices for all items of the Goods described in the Price Schedule, which shall be presented and computed using up to two (2) decimal places, unless otherwise indicated in the **BDS**.

13.3 If the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, the Price Schedule, shall be considered non-responsive and shall

be automatically disqualified. However, when no price or a zero (0) or a dash (-) is indicated in a required item in the bid form, the same shall be construed that it is being offered for free to the Government, except those required by law or regulations to be provided for.

The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

- 13.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.

#### **14) Bid Currencies**

- 14.1 Prices shall be quoted in the following currencies:

- a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Peso.
- b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the local or tradeable currency/ies accepted by the *Bangko Sentral ng Pilipinas* (BSP), as stated in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate published in the BSP Daily Reference Exchange Rate Bulletin on the day of the bid opening.<sup>5</sup>

- 14.2 If so allowed in accordance with ITB Clause 14.1, the Procuring Entity, for purposes of bid evaluation and comparing the bid prices, will convert the amounts in various currencies in which the bid price is expressed to Philippine Peso at the foregoing exchange rates.

- 14.3 Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Peso.

#### **15) Bid Validity**

- 15.1 Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 15.2 Should it become necessary to extend the validity of the bids and the bid securities beyond one hundred twenty (120) calendar days, the Procuring Entity concerned shall request in writing all those who submitted bids for such extension before the expiration date therefor. Bidders, however, shall have the right to refuse to grant such extension without forfeiting their Bid Security.

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<sup>5</sup> RA No. 8183, Act to assure uniform value of Philippine coin and currency

## 16) Bid Security

- 16.1 The Bidder shall at its option, submit a Bid Security in the form and amount as stated in the **BDS**, which may include the following:

| Form of Bid Security                                                                                                                                                                                                                                                                                                                                                              | Amount of Bid Security<br>(Not less than the required percentage of the ABC) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| a) Cash or cashier's or manager's check issued by a bank.<br><br><i>For biddings conducted by LGUs, the Cashier's or Manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>                                                                                                                                      | Two Percent (2%)                                                             |
| b) Bank draft/guarantee or irrevocable LoC issued by a bank: Provided, however, that it shall be confirmed or authenticated by a local bank, if issued by a foreign bank.<br><br><i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i> | Five Percent (5%)                                                            |
| c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.                                                                                                                                                                                                                      | Five Percent (5%)                                                            |
| d) Bid Securing Declaration                                                                                                                                                                                                                                                                                                                                                       | Not Applicable                                                               |

The Bid Security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity.

- 16.2 The Bid Security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable Bid Security shall be considered as non-responsive and rejected by the Procuring Entity.
- 16.3 In no case shall the Bid Security be returned later than the expiration of the bid validity period indicated in the **BDS**, unless it has been extended. In case the Bidder is required to extend its bid validity, the Bidder may, at its discretion, substitute a Bid Securing Declaration for the extended period as a replacement of its Bid Security; Provided, that the option to substitute is indicated in the **BDS**.

- 16.4 Upon signing and execution of the contract pursuant to ITB Clause 30, and the posting of the performance security pursuant to ITB Clause 31, the Bid Security of the successful Bidder will be discharged, but in no case later than its validity period as indicated in the ITB Clause 16.2.
- 16.5 The Bid Security may be forfeited based on any of the following grounds, as provided under Rule VIII, X, XI, and XXI of the IRR.
- a) if a Bidder:
- i) Withdraws its bid during the period of bid validity specified in ITB Clause 15;
  - ii) Does not accept the correction of errors pursuant to ITB Clause 26.5(b) (arithmetical error);
  - iii) Has a finding against the veracity of any of the documents submitted as stated in ITB Clause 27.2;
  - iv) Submits eligibility requirements containing false information or falsified documents;
  - v) Submits bids that contain false information or falsified documents, or the concealment of such information in the bids to influence the outcome of eligibility screening or any other stage of the public bidding;
  - vi) Allows the use of one's name, or uses the name of another for purposes of public bidding;
  - vii) Refuses to accept an award or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated Responsive Bid (LCRB), Most Economically Advantageous Responsive Bid (MEARB), or Most Advantageous Responsive Bid (MARB);
  - viii) Refuses or fails to post the required performance security within the prescribed time;
  - ix) Refuses to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - x) Has any documented attempt by a Bidder to unduly influence the outcome of the bidding in its favor; or
  - xi) Commits other acts that tend to defeat the purpose of the competitive bidding, Competitive Dialogue, Unsolicited Offer with Bid Matching and Limited Source Bidding, such as but not limited to habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

- b) If a winning Bidder:
  - i) Fails to sign the contract in accordance with ITB Clause 30;
  - ii) Fails to furnish performance security in accordance with ITB Clause 31; or
  - iii) Fails to enter into joint venture after the bid is declared successful, in the case of potential JV partners.

## **17) Format and Signing of Bids**

- 17.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Philippine Bidding Document Related Forms on or before the deadline specified in ITB Clause 19 in two (2) separate sealed bid envelopes which shall be submitted simultaneously, whether through manual or online submission. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 17.2 Forms as mentioned in ITB Clause 17.1 must be completed without any alterations to their format. No substitute form shall be accepted.
- 17.3 Each and every page of the Bid Form, including the Price Schedule, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 17.4 Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## **18) Sealing and Marking of Bids**

- 18.1 Bidders shall enclose their technical documents described in ITB Clause 12 in one sealed envelope marked "TECHNICAL COMPONENT", and the financial component in another sealed envelope marked "FINANCIAL COMPONENT", sealing them all in an outer envelope marked "BID".
- 18.2 The Bid as indicated in the Bidding Documents shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 18.3 All envelopes shall:
  - a) contain the name of the contract to be bid in capital letters;
  - b) bear the name and address of the Bidder in capital letters;
  - c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
  - d) bear the specific identification of this bidding process indicated in the ITB Clause 1.1; and
  - e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 19.

- 18.4 For manually submitted bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, the same shall be accepted; Provided, That the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. On the other hand, unsealed or unmarked bid envelopes, or bids that cannot be opened or corrupted in case of online submission, shall be rejected.

The BAC shall assume no responsibility for misplaced or lost contents of the improperly sealed or marked bid, or for its premature opening.

## **D. Submission and Opening of Bids**

### **19) Deadline for Submission of Bids**

Bids must be received by the Procuring Entity's BAC at the address indicated in the Invitation to bid, or through the e-bidding facility of the PhilGEPS on or before the date and time indicated in the **BDS**.

### **20) Late Bids**

Bids, including the eligibility requirements, submitted after the deadline shall be rejected by the BAC. The BAC shall record in the Minutes of the Meeting the submission and opening of bids, the Bidder's name, its representative, and the time the late bid was submitted.

### **21) Modification and Withdrawal of Bids**

21.1 Bidders may modify their bids before the deadline for the submission and receipt of bids.

- a) For manual submission and receipt of bids, the Bidders shall not be allowed to retrieve their original bid but shall only be allowed to submit the bid modification by sending another bid, equally sealed, properly identified, linked to their original bid, marked as a "modification," thereof, and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
- b) For online submission of bids, the Bidders shall not be allowed to retrieve their original Bid, but shall only be allowed to submit the bid modification, send another Bid equally secured, properly identified labelled as a "modification" of the one previously submitted. The time indicated in the latest bid receipt page generated shall be the official time of submission. Bids modification submitted after the applicable deadline shall not be accepted.

21.2 Bidders may withdraw their bids in writing before the deadline for submission and receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in the IRR.

Bidders may also express their intention not to participate in the bidding in writing, which should be received by the BAC before the deadline for submission and receipt of bids. Bidders that withdraw their bids shall no longer be allowed to submit another bid for the same contract, directly or indirectly.

- 21.3 No bid may be modified after the deadline for submission and receipt of bids. Further, no bid may be withdrawn in the interval between the deadline for submission and receipt of bids, and the expiration of bid validity specified by the Bidder in the Financial Bid Form. Withdrawal of bid during this interval shall result in the forfeiture of the Bidder's Bid Security pursuant to ITB Clause 16.5, and the imposition of administrative sanctions as prescribed by RA No. 12009, and without prejudice to the imposition of civil and criminal sanctions as provided under applicable laws.
- 21.4 Alternative Bids shall be rejected. For this purpose, Alternative Bid shall pertain to an offer made by a Bidder in addition or as a substitute to its original bid, which may be included as part of its original bid or submitted separately. A bid with options shall likewise be considered an Alternative Bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 21.5 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil, and administrative penalties that may be imposed upon the persons and entities concerned.

## **22) Opening and Preliminary Examination of Bids**

- 22.1 The BAC shall open the bids in public, immediately after the deadline for submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the submitted Bids and reschedule the opening of Bids on the next working day or at the soonest possible time, through the issuance of a notice of postponement to be posted on the PhilGEPS website and the website of the Procuring Entity concerned.
- 22.2 The manner of opening of the bids for Goods shall depend on the award criterion to be adopted as follows:
  - a) For LCRB and MEARB, the BAC shall open the technical and financial proposals on the same day; and
  - b) For MARB, only the technical proposals shall be opened on the same day while the financial proposals shall remain unopened and shall be kept securely by the BAC until the specified time of their opening as indicated in the **BDS**. Only the financial proposals of the Bidders who have met the highest technical score for Most Advantageous Bid (MAB) shall be opened.
- 22.3 The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of

preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

- 22.4 The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids, as read, and the minutes of the bid opening shall be made available to the public, upon written request and payment of a specified fee to recover the cost of materials.
- 22.5 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat, shall notify in writing all Bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The said notice shall be issued within seven (7) calendar days from the date of the bid opening.

## **E. Evaluation and Comparison of Bids**

### **23) Process to be Confidential**

- 23.1 Members of the BAC, its staff and personnel, Secretariat, and TWG, as well as Observers, are prohibited from making or accepting any communication with any Bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in ITB Clause 24.
- 23.2 Any effort by a Bidder to influence the Procuring Entity in its decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the bid.

### **24) Clarification of Bids**

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid that is not in response to the request of the Procuring Entity shall not be considered.

### **25) Domestic Preference**

- 25.1 The Procuring Entity shall give priority and preference to Philippine products and services. The preference and priority for Philippine products shall be guaranteed at all levels of the procurement process, including raw materials, ingredients, supplies, or fixtures.
- 25.2 For a period of ten (10) years from the effectivity of RA No. 11981 or the "*Tatak Pinoy* (Proudly Filipino) Act," and for Philippine products and services in sectors and economic activities covered by the prevailing *Tatak Pinoy* Strategy, the Procuring Entity is mandated to award the contract to the domestic Bidder for Philippine products and services in sectors and economic activities covered by the prevailing *Tatak Pinoy* Strategy (TPS).

Domestic Bidder, for purposes of this provision, refers to any person or entity offering unmanufactured articles, materials, or supplies grown or produced in the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials,

or supplies that are or will be produced or manufactured in the Philippines, as the case may be.

- 25.3 After the said ten-year period, the domestic preference shall be subject to a margin of preference to be determined by the *Tatak Pinoy* Council which shall not be lower than fifteen percent (15%).
- 25.4 For products and services governed by the TPS, the domestic preference in procurement shall be in accordance with the IRR or guidelines issued for the *Tatak Pinoy Act*.
- 25.5 The Procuring Entity shall award the Project to the domestic Bidder if the bid is not more than twenty-five percent (25%) in excess of the lowest foreign bid. The margin of preference provided herein shall be subject to periodic review and adjustment by the GPPB, as may be necessary.
- 25.6 A Domestic Bidder can only claim preference if it secures from the appropriate agency a certification that the articles forming part of its bid are substantially composed of articles, materials, or supplies grown, produced, or manufactured in the Philippines.
- 25.7 The preference herein established may be waived should any of the following conditions be present as provided in the **BDS**:
  - a) Where domestic production is insufficient or unavailable in the required commercial quantities;
  - b) Where the specific or desired quality is not met;
  - c) Where domestic preference will result in inconsistencies with the Philippines' obligations under treaty or international or executive agreements; or
  - d) Other analogous circumstances.

## **26) Detailed Evaluation and Comparison of Bids**

- 26.1 The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Price Schedule.
- 26.2 The Procuring Entity will undertake the detailed evaluation and comparison of the bids which have passed the opening and preliminary examination of bids, pursuant to ITB Clause 22, to determine the Lowest Calculated Bid (LCB), Most Economically Advantageous Bid (MEAB), and MAB.
- 26.3 The award criterion shall be determined as follows:
  - a) For LCB
    - i) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
    - ii) The ranking of the total bid prices as so calculated from the lowest to the highest, where the bid with the lowest price shall be identified as the LCB.

- b) For MEAB, the BAC shall evaluate the quality and price proposals to determine the Most Economically Advantageous Bid (MEAB) using the following steps:
  - i) The quality proposal together with the price proposal shall be considered in the evaluation of bids. The quality proposals shall be evaluated first using the criteria in the **BDS**. The price proposals of the bids that meet the minimum quality score shall then be opened.
  - ii) The price and quality proposals shall be given corresponding weights with the price proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the quality criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the price proposal shall be equal to one hundred percent (100%).
  - iii) To further promote green public procurement, the sustainability of products, or materials with green specifications shall be given greater weight in the evaluation of bids. As approved by the BAC, the exact weights shall be indicated in the **BDS**. The BAC shall rank the Bidders in descending order based on the combined numerical ratings of their quality and price proposals. The Bidder with the best overall score using the quality-price ratio shall be referred to as the MEAB.
  - iv) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.
- c) For MAB
  - i) BAC shall evaluate the quality proposals to determine the MAB using the quality components. The quality components shall be assessed on the basis of the criteria with corresponding numerical weights indicated in the **BDS** to determine the Bidder with the highest technical rating.
  - ii) The second bid envelope of the Bidder obtaining the highest technical rating shall be opened. If the financial proposal is equal to or lower than the ABC, the bid shall be accepted and determined as the MAB; otherwise, the same shall be rejected and the Bidder will be disqualified.

26.4 In order to eliminate bias in evaluating the quality proposals, it is recommended that the highest and lowest scores for each Bidder for each criterion shall not be considered in determining the average scores of the Bidders, except when the evaluation is conducted in a collegial manner.

26.5 The BAC shall immediately conduct a detailed evaluation of all bids using non-discretionary criteria in considering the following:

- a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the **BDS**, shall be considered non-responsive and, thus, automatically disqualified.

However, when no price or a zero (0) or a dash (-) is indicated in a required item in the bid form, the same shall be construed that it is being offered for free to the Government, except those required by law or regulations to be provided for; and

- b) Arithmetical corrections. The BAC shall apply arithmetical corrections on computational errors and omissions to enable proper comparison of all eligible bids. Bid corrections may also be considered if expressly allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

- 26.6 Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the LCB, MEAB, or MAB. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 26.7 The BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid comparison. For this purpose, all Bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties, whichever is applicable, as itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 26.8 If so indicated pursuant to ITB Clause 1.2, bids may be submitted for individual lots or for any combination thereof, provided that all bids and combinations of bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by ITB Clause 16 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 26.5.
- 26.9 In order to eliminate bias in evaluating the quality proposals, it is recommended that the highest and lowest scores for each Bidder for each criterion shall not be considered in determining the average scores of the Bidders, except when the evaluation is conducted in a collegial manner.

## **27) Post-Qualification**

- 27.1 The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the LCB, MEAB, or MAB as the case may be, complies with and is responsive to all the requirements and conditions specified in ITB Clauses 5, 12.1, and 12.2. The Bidder, within five (5) calendar days from receipt of notice from the BAC that it submitted the LCB, MEAB, or MAB shall submit all the eligibility documents supporting its PhilGEPS Certificate of Registration (Platinum Membership), its latest income and business tax returns filed for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of bid, and other appropriate licenses and permits required by law and stated in the **BDS**.

- 27.2 Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award; Provided, That in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security.
- 27.3 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to ITB Clauses 12.1 and 12.2, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 27.4 If the BAC determines that the Bidder with the LCB, MEAB, or MAB fails to meet the post-qualification criteria, it shall immediately notify the said Bidder in writing of its post-disqualification and the grounds for such determination.
- 27.5 Immediately after the BAC has notified the first Bidder of its post-disqualification, and notwithstanding any pending request for reconsideration thereof, the BAC shall initiate and complete the same post-qualification process on the Bidder with the second LCB, MEAB, or MAB. If the second Bidder passes the post-qualification and the request for reconsideration of the first Bidder has been denied, the second Bidder shall be post-qualified as the Bidder with the LCB, MEAB, or MAB.
- 27.6 If the second Bidder, however, fails the post-qualification, the procedure for post-qualification shall be repeated for the Bidder with the next LCB, MEAB, or MAB and so on, until the LCRB, MEARB, MARB, as the case may be, is determined for award, subject to the procedure of Notice and Execution of Award.
- 27.7 If the BAC determines that the Bidder with the LCB, MEAB, or MAB passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, MEARB, MARB, Single Calculated Responsive Bid (SCRB), Single Economically Advantageous Responsive Bid (SEARB), or Single Advantageous Bid (SARB).
- 27.8 Within a period not exceeding ten (10) calendar days from the determination and declaration through a resolution by the BAC of the LCRB, MEARB, MARB, SCRБ, SEARB, or SARB, as the case may be, and the recommendation of the award, the HoPE or its duly authorized representative shall approve or disapprove the said recommendation.
- 27.9 In case of approval, the HoPE or its duly authorized representative shall immediately issue the Notice of Award to the Bidder with the LCRB, MEARB, MARB, SCRБ, SEARB, or SARB, as the case may be.

In the event that the approving authority shall disapprove the resolution on the award of the contract, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing. A copy of the decision disapproving the resolution shall be furnished to the BAC and the Bidder.

## **28) Reservation Clause**

28.1 Notwithstanding the eligibility or post-qualification of a Bidder and without incurring any liability, the HoPE or its duly authorized representative at any stage of the procurement, reserves the right to review its qualifications, reject any and all bids, declare a failure of bidding or not award the contract in the following situations:

- a) If it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements.
- b) Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will adversely affect its capability to undertake the Project so that it no longer meets the prescribed eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and disqualify it from participating further in the bidding process or being awarded the contract.

28.2 Based on any of the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies, or tends to restrict, suppress or nullify competition or influences or tends to influence the bidding process;
- b) If the BAC is found to have failed in complying with the applicable law or in following the prescribed bidding procedures; or
- c) If there are any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the government, in instances where (i) the physical and economic conditions have significantly changed so as to render the Project no longer economically, financially, or technically feasible as determined by the HoPE; (ii) the Project is no longer necessary as determined by the HoPE; and (iii) the source of funds for the Project has been withheld or reduced through no fault of the Procuring Entity.

## **F. Award of Contract**

### **29) Contract Award**

29.1 Subject to ITB Clause 27, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be.

- 29.2 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as applicable and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 29.3 Within ten (10) calendar days from receipt by the winning Bidder of the Notice of Award, the following conditions should be complied with before the contract may be awarded:
- a) Submission of the following documents:
    - i) Valid JVA, if applicable; or
    - ii) The SEC Certificate of Registration of the foreign corporation, if applicable.
  - b) Posting of the performance security in accordance with ITB Clause 31; and
  - c) Signing of the contract as provided in ITB Clause 30.
- 29.4 At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

### **30) Signing of the Contract**

- 30.1 Within ten (10) calendar days from receipt of the Notice of Award, the winning Bidder shall (i) post the required performance security, sign and date the contract, and return it to the Procuring Entity.
- 30.2 The Procuring Entity shall enter into a contract with the successful Bidder within the same ten (10) calendar day period, provided that all the documentary requirements are complied with.
- 30.3 The following documents shall form part of the contract:
- a) Contract Agreement;
  - b) Bidding Documents;
  - c) Winning Bidder's bid, including the technical and financial proposals, and all other documents/statements submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - d) Performance Security;
  - e) Notice of Award of Contract; and
  - f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### 31) Performance Security

- 31.1 To guarantee the faithful performance of its obligations under the contract, the winning Bidder shall post a performance security prior to the signing of the contract. Furthermore, the successful Bidder shall be required to update the performance security posted before the issuance of an amendment to order if any.
- 31.2 Sectors enumerated under Section 76.1<sup>6</sup> of the IRR may be allowed to post a Performance Securing Declaration (PSD) as specified in the **BDS**.
- 31.3 The performance security shall be in any form selected by the Procuring Entity in the amount indicated in the **BDS**, which shall not be less than the percentage of the total contract price in accordance with the following price schedule:

| Form of Performance Security                                                                                                                                                                                                                 | Amount of Performance Security<br>(Not less than the Percentage of the<br>Total Contract Price) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| a. Cash or Cashier's or Manager's check issued by a bank.<br><br><i>For biddings conducted by LGUs, the Cashier's or Manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i> | Five percent (5%)                                                                               |
| b. Bank draft or guarantee or irrevocable Letter of Credit issued by a local bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.                                                                      |                                                                                                 |
| ii. Surety bond callable upon demand issued by a surety or insurance company duly certified by the IC as authorized to issue such security.                                                                                                  | Thirty Percent (30%)                                                                            |

<sup>6</sup> Section 76.1 The GPPB, once data is available from relevant agencies, shall maintain a registry of entities belonging to the following sectors:

- Farmers, as certified by the Department of Agriculture (DA);
- Fisherfolk as certified by the Bureau of Fisheries and Aquatic Resources (BFAR);
- Persons with disabilities as certified by the National Council for Disability Affairs (NCDA) pursuant to RA No. 7277, otherwise known as the Magna Carta for Disabled Persons, as amended;
- Solo parents as certified by the Department of Social Welfare and Development (DSWD);
- Microenterprises and social enterprises as certified by the MSMED Council;
- Startups, Spin-offs, and other forms of entity involved in Science, Technology, and Innovation (DOST), as may be applicable;
- Cooperatives duly registered with the CDA pursuant to RA No. 6938, otherwise known as the Cooperative Code of the Philippines, as amended; and
- Other relevant sectors as may be determined by the GPPB to ensure inclusivity and diversity in the procurement process.

- 31.4 The performance security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning Bidder is in default in any of its obligations under the contract.

**32) Notice to Proceed**

The Procuring Entity shall issue the Notice to Proceed to the winning Bidder not later than three (3) calendar days from the date of approval of the contract by the appropriate signatories. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

**33) Protest Mechanism**

Decisions of the BAC in all stages of procurement may be protested to the HoPE in accordance with Section 83 of the IRR.

### ***Section III. Bid Data Sheet***

#### **Notes on the Bid Data Sheet**

Section III is intended to assist the Procuring Entity in providing specific information relative to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS the information and requirements relevant to the circumstances of the Procuring Entity; including the procurement processing details; the applicable rules regarding bid price and currency; and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- a. Information that specifies and complements provisions of Section II must be incorporated;
- b. Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

## Bid Data Sheet

| ITB Clause |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1        | <p><i>The Procuring Entity is WESTERN MINDANAO STATE UNIVERSITY</i></p> <p><i>The Project title is <b>Adoption of Digital Learning Platform Through ICT Modernization (Virtualized Infrastructure and Campus Information System)</b></i></p> <p><i>The identification number of the Contract is<br/>PhilGEPS Reference No: 47540<br/>Control Number: 2602072</i></p>                                               |
| 1.2        | "Not applicable".                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2          | <p>The Funding Source is:</p> <p>2.1 The GoP through the source of funding as indicated below for <b>GAA Fund 101</b> in the amount of <b>Three Hundred Seventy-Six Million Three Hundred Ninety-Five Thousand Four Hundred Thirty-Two Pesos and Seventy-Seven Centavos (PHP 376,395,432.77)</b></p> <p>2.2 The source of funding is:</p> <p>a) NGA, the General Appropriations Act or Special Appropriations.</p> |
| 3.1        | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                           |
| 5.2        | Foreign Bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.                                                                                                                                                                                                                                                                                                                |
| 5.4        | The Bidder's SLCC similar to the contract to be bid should have been completed within <i>Three (3) Years</i> prior to the deadline for the submission and receipt of bids.                                                                                                                                                                                                                                         |
| 5.5        | <i>Supply, Delivery, Installation, Configuration and Commissioning of <b>Virtualized Infrastructure and Campus Information System</b></i>                                                                                                                                                                                                                                                                          |
| 7          | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                           |
| 8.1        | "Subcontracting is not allowed."                                                                                                                                                                                                                                                                                                                                                                                   |
| 8.4        | If subcontracting is allowed, specify the eligibility documents that subcontractors must comply with and the time of submission of the same; otherwise, state "Not Applicable".                                                                                                                                                                                                                                    |
| 9.1        | The Procuring Entity will hold a pre-bid conference for this Project on <b>August 3, 2026 @ 9:30 A.M.</b> at <i>Procurement Conference Office, Ground Floor Administration Building, WMSU, Zamboanga City</i> and through video-conferencing/webcasting via <i>Zoom</i> .                                                                                                                                          |
| 10.1       | <p>Mark Anthony V. Almeda<br/>Head, BAC Secretariat for Goods<br/>WMSU Main Campus, Normal Rd. Baliwasan, Zamboanga City<br/>Zamboanga Del Sur, Philippines 7000</p>                                                                                                                                                                                                                                               |

|             |                                                                                                                                                                                                                                                                                                                                                        |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | 63-62-9911771 Ext.1002<br>bac@wmsu.edu.ph                                                                                                                                                                                                                                                                                                              |
| 12.4        | The ABC is <b>Three Hundred Seventy-Six Million Three Hundred Ninety-Five Thousand Four Hundred Thirty-Two Pesos and Seventy-Seven Centavos (PHP 376,395,432.77)</b> . Any bid with a financial component exceeding the amount shall not be accepted.                                                                                                  |
| 13.1(a)(iv) | "No incidental services are required."                                                                                                                                                                                                                                                                                                                 |
| 13.1(b)(i)  | <i>Maintain the ITB Clause and state here, "Not applicable"</i>                                                                                                                                                                                                                                                                                        |
| 13.1(b)(ii) | "No incidental services are required."                                                                                                                                                                                                                                                                                                                 |
| 13.2        | No further instructions.                                                                                                                                                                                                                                                                                                                               |
| 14.1(b)     | The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso.                                                                                                                                                                                                                                                  |
| 14.3        | <i>Maintain the ITB Clause and state here "Payment shall be made in in Philippine Peso.</i>                                                                                                                                                                                                                                                            |
| 15.1        | Bids will be valid for <i>One Hundred Twenty (120) Calendar Days</i> from bid opening.                                                                                                                                                                                                                                                                 |
| 16.1        | The Bid Security shall be in the form of a Bid Securing Declaration, and any of the following:<br><br>1) The amount of not less than <i>Insert 2% of ABC</i> , if bid security is in cash;<br><br>2) The amount of not less than <i>Insert 2% of ABC</i> , if bid security is in cashier's check;                                                      |
| 16.2        | The Bid Security shall be valid until for <i>One Hundred Twenty (120) Calendar Days</i> .                                                                                                                                                                                                                                                              |
| 16.3        | In case of extension of bid validity and bid security validity period, Substitution of the bid security form is allowed. Bid Securing Declaration and the following forms may be used "Substitution of the bid security is not allowed."                                                                                                               |
| 19          | The address for the submission of Bids is <i>BAC Conference Office, Ground Floor Administration Building, WMSU, Zamboanga City</i> . The deadline for the submission of Bids is <b>August 18 2026, Tuesday @ 9:30 AM</b> .                                                                                                                             |
| 22.1        | The place of the bid opening is <i>Procurement Conference Office, Ground Floor Administration Building, WMSU, Zamboanga City</i> .<br><br>The date and time of bid opening of Technical Proposal is <b>August 18, 2026 @ 9:30 AM</b><br><br>The date and time of bid opening of the <b>Financial Proposal</b> of is <b>August 25, 2026 @ 9:30 AM</b> . |

| 22.2(b)                                   | "Not applicable".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                         |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |                                           |                                                                                                                                                   |     |  |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|------------|-------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|----------------------------|-------------------------------------------------------------------------------------------------------------------|-----|--|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|
| 25.7                                      | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                         |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |                                           |                                                                                                                                                   |     |  |
| 26.3(b)(i)                                | <p>The quality component shall be assessed on the basis of criteria with corresponding numerical weights, which may include qualitative, environmental, or social aspects linked to the subject matter of the contract. These may include any or a combination of the following:</p> <p><b>A. TECHNICAL SCORE (Evaluation Matrix)</b></p> <table><tr><th>CRITERION</th><th>COMPLIANCE REQUIREMENT</th><th>WEIGHT (%)</th><th>TWG FINDINGS / EVIDENCE</th></tr><tr><td><b>Full TOR Compliance</b></td><td>Failure to comply with any mandatory requirement automatically disqualifies the proposal from technical scoring.<br/><br/>** Mandatory pass requirement (Not subject to scoring)</td><td>N/A</td><td></td></tr><tr><td><b>Module Completeness</b></td><td>All required systems are present, functional, and aligned with the TOR: USIS, TORMS, UDMS, UIMS, UFMS, and ULMIS.</td><td>20%</td><td></td></tr><tr><td><b>Integration &amp; Interoperability</b></td><td>Demonstrated capability for API-based integration, real-time data synchronization, and interoperability across all systems using the University's</td><td>25%</td><td></td></tr></table> | CRITERION  | COMPLIANCE REQUIREMENT  | WEIGHT (%) | TWG FINDINGS / EVIDENCE | <b>Full TOR Compliance</b> | Failure to comply with any mandatory requirement automatically disqualifies the proposal from technical scoring.<br><br>** Mandatory pass requirement (Not subject to scoring) | N/A |  | <b>Module Completeness</b> | All required systems are present, functional, and aligned with the TOR: USIS, TORMS, UDMS, UIMS, UFMS, and ULMIS. | 20% |  | <b>Integration &amp; Interoperability</b> | Demonstrated capability for API-based integration, real-time data synchronization, and interoperability across all systems using the University's | 25% |  |
| CRITERION                                 | COMPLIANCE REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WEIGHT (%) | TWG FINDINGS / EVIDENCE |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |                                           |                                                                                                                                                   |     |  |
| <b>Full TOR Compliance</b>                | Failure to comply with any mandatory requirement automatically disqualifies the proposal from technical scoring.<br><br>** Mandatory pass requirement (Not subject to scoring)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A        |                         |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |                                           |                                                                                                                                                   |     |  |
| <b>Module Completeness</b>                | All required systems are present, functional, and aligned with the TOR: USIS, TORMS, UDMS, UIMS, UFMS, and ULMIS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20%        |                         |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |                                           |                                                                                                                                                   |     |  |
| <b>Integration &amp; Interoperability</b> | Demonstrated capability for API-based integration, real-time data synchronization, and interoperability across all systems using the University's                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 25%        |                         |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |                                           |                                                                                                                                                   |     |  |

|  |                                    |                                                                                                                                                                                      |     |  |  |
|--|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
|  |                                    | integration layer (API Gateway / ESB).                                                                                                                                               |     |  |  |
|  | <b>Data Privacy &amp; Security</b> | Documented compliance with Republic Act No. 10173, including encryption, access control, audit logs, and adherence to DICT and COA standards.                                        | 15% |  |  |
|  | <b>Implementation Feasibility</b>  | Submission of a detailed and realistic implementation plan, including Gantt chart, migration strategy, deployment phases, testing, and go-live timeline.                             | 10% |  |  |
|  | <b>Training &amp; Support</b>      | Provision of user manuals, structured training schedules for different user groups (Admins, Faculty, and students), and a clear Service Level Agreement (SLA) for technical support. | 10% |  |  |

|              |                                                                                                                                                                                                                                                                                                  |                                              |                                                                                                                                                                                                                                           |                   |                                |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------|
|              |                                                                                                                                                                                                                                                                                                  | <b>Innovation &amp; Value-Added Features</b> | Inclusion of innovative, future-ready capabilities such as analytics dashboards, AI-assisted features, mobile accessibility, automation, and scalability enhancements that provide added institutional value beyond minimum requirements. | 20%               |                                |
|              | <p style="text-align: right;"><i>! Minimum Passing Score: 80</i></p> <p><b>B. FINANCIAL SCORE</b></p> <p><b>Financial Score = (Lowest Responsive Bid / Bid Price) × 100</b></p> <p><b>C. FINAL MEARB SCORE</b></p> <p><b>Final Score = (Technical Score × 70%) + (Financial Score × 30%)</b></p> |                                              |                                                                                                                                                                                                                                           |                   |                                |
| 26.3(b)(iii) |                                                                                                                                                                                                                                                                                                  | <b>CRITERION</b>                             | <b>COMPLIANCE REQUIREMENT</b>                                                                                                                                                                                                             | <b>WEIGHT (%)</b> | <b>TWG FINDINGS / EVIDENCE</b> |
|              |                                                                                                                                                                                                                                                                                                  | <b>Full TOR Compliance</b>                   | <p>Failure to comply with any mandatory requirement automatically disqualifies the proposal from technical scoring.</p> <p><b>** Mandatory pass requirement (Not subject to scoring)</b></p>                                              | N/A               |                                |
|              |                                                                                                                                                                                                                                                                                                  | <b>Module Completeness</b>                   | All required systems are present, functional, and aligned with the TOR: USIS, TORMS, UDMS, UIMS, UFMS, and ULMIS.                                                                                                                         | 20%               |                                |

|  |                                           |                                                                                                                                                                                          |     |  |  |
|--|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
|  | <b>Integration &amp; Interoperability</b> | Demonstrated capability for API-based integration, real-time data synchronization, and interoperability across all systems using the University's integration layer (API Gateway / ESB). | 25% |  |  |
|  | <b>Data Privacy &amp; Security</b>        | Documented compliance with Republic Act No. 10173, including encryption, access control, audit logs, and adherence to DICT and COA standards.                                            | 15% |  |  |
|  | <b>Implementation Feasibility</b>         | Submission of a detailed and realistic implementation plan, including Gantt chart, migration strategy, deployment phases, testing, and go-live timeline.                                 | 10% |  |  |
|  | <b>Training &amp; Support</b>             | Provision of user manuals, structured training schedules for different user groups (Admins, Faculty, and students), and a clear Service Level Agreement (SLA) for technical support.     | 10% |  |  |

|                                              | <table><tr><td><b>Innovation &amp; Value-Added Features</b></td><td>Inclusion of innovative, future-ready capabilities such as analytics dashboards, AI-assisted features, mobile accessibility, automation, and scalability enhancements that provide added institutional value beyond minimum requirements.</td><td>20%</td><td></td></tr></table>                                                                                                                                                                                                                              | <b>Innovation &amp; Value-Added Features</b> | Inclusion of innovative, future-ready capabilities such as analytics dashboards, AI-assisted features, mobile accessibility, automation, and scalability enhancements that provide added institutional value beyond minimum requirements. | 20%        |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|----------------------------|-------------------------------------------------------------------------------------------------------------------|-----|--|
| <b>Innovation &amp; Value-Added Features</b> | Inclusion of innovative, future-ready capabilities such as analytics dashboards, AI-assisted features, mobile accessibility, automation, and scalability enhancements that provide added institutional value beyond minimum requirements.                                                                                                                                                                                                                                                                                                                                         | 20%                                          |                                                                                                                                                                                                                                           |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |
| 26.3(c)(i)                                   | <table><tr><th>CRITERION</th><th>COMPLIANCE REQUIREMENT</th><th>WEIGHT (%)</th><th>TWG FINDINGS / EVIDENCE</th></tr><tr><td><b>Full TOR Compliance</b></td><td>Failure to comply with any mandatory requirement automatically disqualifies the proposal from technical scoring.<br/><br/>** Mandatory pass requirement (Not subject to scoring)</td><td>N/A</td><td></td></tr><tr><td><b>Module Completeness</b></td><td>All required systems are present, functional, and aligned with the TOR: USIS, TORMS, UDMS, UIMS, UFMS, and ULMIS.</td><td>20%</td><td></td></tr></table> | CRITERION                                    | COMPLIANCE REQUIREMENT                                                                                                                                                                                                                    | WEIGHT (%) | TWG FINDINGS / EVIDENCE | <b>Full TOR Compliance</b> | Failure to comply with any mandatory requirement automatically disqualifies the proposal from technical scoring.<br><br>** Mandatory pass requirement (Not subject to scoring) | N/A |  | <b>Module Completeness</b> | All required systems are present, functional, and aligned with the TOR: USIS, TORMS, UDMS, UIMS, UFMS, and ULMIS. | 20% |  |
| CRITERION                                    | COMPLIANCE REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | WEIGHT (%)                                   | TWG FINDINGS / EVIDENCE                                                                                                                                                                                                                   |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |
| <b>Full TOR Compliance</b>                   | Failure to comply with any mandatory requirement automatically disqualifies the proposal from technical scoring.<br><br>** Mandatory pass requirement (Not subject to scoring)                                                                                                                                                                                                                                                                                                                                                                                                    | N/A                                          |                                                                                                                                                                                                                                           |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |
| <b>Module Completeness</b>                   | All required systems are present, functional, and aligned with the TOR: USIS, TORMS, UDMS, UIMS, UFMS, and ULMIS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 20%                                          |                                                                                                                                                                                                                                           |            |                         |                            |                                                                                                                                                                                |     |  |                            |                                                                                                                   |     |  |

|  |                                           |                                                                                                                                                                                          |     |  |  |
|--|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
|  | <b>Integration &amp; Interoperability</b> | Demonstrated capability for API-based integration, real-time data synchronization, and interoperability across all systems using the University's integration layer (API Gateway / ESB). | 25% |  |  |
|  | <b>Data Privacy &amp; Security</b>        | Documented compliance with Republic Act No. 10173, including encryption, access control, audit logs, and adherence to DICT and COA standards.                                            | 15% |  |  |
|  | <b>Implementation Feasibility</b>         | Submission of a detailed and realistic implementation plan, including Gantt chart, migration strategy, deployment phases, testing, and go-live timeline.                                 | 10% |  |  |
|  | <b>Training &amp; Support</b>             | Provision of user manuals, structured training schedules for different user groups (Admins, Faculty, and students), and a clear Service Level Agreement (SLA) for technical support.     | 10% |  |  |

|         |                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |     |  |  |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
|         | <b>Innovation &amp; Value-Added Features</b>                                                                                                                                                                                                                                                                                                                                              | Inclusion of innovative, future-ready capabilities such as analytics dashboards, AI-assisted features, mobile accessibility, automation, and scalability enhancements that provide added institutional value beyond minimum requirements. | 20% |  |  |
| 26.5(a) | <p>“Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.”</p> <p><b>Grouping and Evaluation of Lots –</b></p> <ul style="list-style-type: none"> <li>• <i>One Project having several items, which shall be awarded as separate contracts per item.</i></li> </ul> |                                                                                                                                                                                                                                           |     |  |  |
| 26.5(b) | “Arithmetical correction is not allowed.”                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                           |     |  |  |
| 26.6    | No further instructions.                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                           |     |  |  |
| 27.1    | State, “No additional requirements.”                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                           |     |  |  |
| 30.3(f) | <p>List additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity,</p> <p>Or</p> <p>State, “No additional requirements.”</p>                                                                                                                                                                                                |                                                                                                                                                                                                                                           |     |  |  |
| 31.2    | “Not applicable”                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                           |     |  |  |
| 31.3    | <p>The Performance Security shall be in the form:</p> <p>The amount of not less than <i>5% of the total contract price, Cash, or a cashier's/manager's check</i></p>                                                                                                                                                                                                                      |                                                                                                                                                                                                                                           |     |  |  |

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The GCC in Section IV, read in conjunction with the SCC in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

The GCC herein shall not be altered. Any changes and complementary information which may be needed shall be introduced only through the SCC in Section V.

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## 1) General Terms

In this Contract, the following terms shall be interpreted as indicated:

- a) "The Procuring Entity" means the organization purchasing the Goods, as named in the SCC.
- b) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- c) The "Funding Source" means the organization named in the SCC.
- d) "The Project Site" where applicable, means the place or places named in the SCC.

## 2) Corrupt, Fraudulent, Collusive, and Coercive Practices

Unless otherwise provided in the SCC, the Procuring Entity as well as the Bidders, Contractors, or Suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. Further the Funding Source, as appropriate, will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in ITB Clause 3.1(a).

## 3) Inspection and Audit by the Funding Source

The Supplier shall allow the Funding Source to inspect its accounts and records related to the performance of its obligations. If the Funding Source requires a separate audit, it shall appoint its auditor and bear the cost thereof.

## 4) Governing Law and Language

- 4.1 This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

## 5) Notices

- 5.1 Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or electronic mail, to such Party at the address specified in the SCC, which shall be effective when delivered and duly received, as may be applicable.
- 5.2 A Party may change its address upon notice pursuant to the provisions listed in the SCC.

## **6) Scope of Contract**

- 6.1 The Goods to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2 This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

## **7) Subcontracting**

- 7.1 For subcontracting arrangements, the following rules shall apply for both locally-funded projects and projects financed through Official Development Assistance, except those covered by treaty, or international, or executive agreements.
  - a) The subcontracted portion of the contract shall be subject to the approval of the HoPE and the following conditions:
    - i) The subcontracted portion shall not exceed twenty percent (20%) for Goods, or a different percentage on a per project basis, as approved by the GPPB. The threshold percentages fixed herein shall be subject to the periodic review and adjustments as may be deemed appropriate by the GPPB; and
    - ii) The subcontracted portion shall be limited to components that are not deemed "significant or material" to the Project, as determined by the Procuring Entity.
  - b) Subcontracting arrangement, if allowed, including the time of submission of the eligibility documents of the subcontractor, shall be disclosed in the Bidding Documents;
  - c) Subcontractors must meet the eligibility criteria and submit the same eligibility documents as the general contractor.

Failure of a subcontractor to meet the eligibility criteria does not affect the eligibility of the general contractor for the procurement project. In such case, the portion intended to be subcontracted to the ineligible subcontractor shall be assumed by the general contractor;
  - d) The general contractor shall remain liable for the subcontractor's actions, defaults, delays, and negligence;
  - e) The general contractor and the subcontractor are obliged to comply with the provisions of the contract and shall share liability, jointly and severally, in cases of violation of safety standards or other labor standards insofar as the subcontracted portion is concerned; and

- f) For purposes of post-qualification in accordance with its objective and process under the IRR, the value of the entire completed and accepted Project, including the subcontracted portion, shall be credited as experience of the general contractor. In the case of the subcontractor, the following rules shall apply:
  - i) The subcontractor shall get credit for one hundred percent (100%) of the value of the subcontracted portion of the project performed; and
  - ii) Subcontractors shall be eligible to concessional windows of GFIs that treat receivables from the government as loan security; the receivables of subcontractors due from their general contractor shall similarly be accepted as loan security by GFIs.

## 8) Procuring Entity's Responsibilities

- 8.1 Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity may assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2 The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with the Scope of Contract.

## 9) Prices

- 9.1 For goods and services covered under this Contract, as awarded, all bid prices shall be deemed fixed and not subject to price escalation during contract implementation, except as otherwise provided in the succeeding provisions.
- 9.2 Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, unless there is a change in price resulting from Amendment to Order issued in accordance with **GCC** Clause 28.

## 10) Advance Payment

- 10.1 For Goods sourced from within the Philippines, advance payments may be made as follows:
  - a) A single advance payment not to exceed fifty percent (50%) of the contract amount shall be allowed for contracts entered into by a Procuring Entity for the following services where the requirement of down payment is a standard industry practice: 1) hotel and restaurant services; 2) use of conference/seminar and exhibit areas; and 3) lease of office space;
  - b) Advance payment not to exceed fifteen percent (15%) of the contract amount, unless otherwise directed by the President, shall also be allowed for procurement of goods required to address contingencies arising from natural or man-made calamities in areas where a "State of Calamity" has been declared by appropriate authorities; and
  - c) Upon submission of an irrevocable Letter of Credit (LoC) or bank guarantee issued by local bank, advance payment not exceeding fifteen percent (15%) of the contract amount shall be allowed and paid to the Supplier within

sixty (60) calendar days from the signing of the contract. The irrevocable LoC or bank guarantee, which must be for an equivalent amount, shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

10.2 For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:

- a) Upon Contract Signing: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and, in the form, provided in Section VIII. PBD Related Forms.
- b) Upon Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- c) Upon Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty-five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

10.3 All progress payments for Goods shall first be charged against the advance payment until the latter has been fully exhausted.

## **11) Payment**

11.1 Payments shall be made only upon a certification by the HoPE that the Goods have been delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President, no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under the Contract.

11.2 The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services rendered, and by documents submitted pursuant to the SCC provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract;

11.3 Pursuant to **GCC** Clause 11.2, payments shall be made promptly by the Procuring Entity after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the applicable accounting and auditing laws, rules and regulations.

11.4 Unless otherwise provided in the **SCC**, all payments to the Supplier under this Contract shall be in Philippine Peso;

11.5 Unless otherwise provided in the **SCC**, payments using LoC is allowed. For this purpose, the amount of provisional sum shall be indicated in the **SCC**. All charges for the opening of the LoC and/or incidental expenses thereto shall be for the account of the Supplier.

## **12) Taxes and Duties**

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license and permit fees, and other such levies imposed for the completion of this Contract.

## **13) Performance Security**

13.1 Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clauses 31.2 and 31.3.

13.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning Bidder is in default in any of its obligations under the contract.

13.3 The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

13.4 The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance, subject to the following conditions:

- a) There are no pending claims against the Supplier or the Surety Company filed by the Procuring Entity;
- b) The Supplier has no pending claims for labor and materials filed against it; and
- c) Other terms specified in the **SCC**.

13.5 The Procuring Entity shall allow a proportional reduction in the original performance security in case of a reduction in contract value, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## **14) Use of Contract Documents and Information**

14.1 The Supplier shall not, without the Procuring Entity's prior written consent, disclose this Contract or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity, except for purposes of performing the obligations therein. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

14.2 Other than this Contract, any document enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity. All copies shall be returned to the Procuring Entity upon completion of the Supplier's performance under this Contract, if so required by the Procuring Entity.

## 15) Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications. When no applicable standard is mentioned, the Goods shall comply with the latest authoritative standards appropriate to its country of origin.

## 16) Inspection and Tests

16.1 The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity, other than that specified under Item 16.3 below. The **SCC** and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

16.2 If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no cost to the Procuring Entity. The Supplier shall provide the Procuring Entity with the results of such inspections and tests.

16.3 The Procuring Entity or its designated representative shall be allowed to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

16.4 The Procuring Entity shall reject the Goods or any part thereof that fail any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity. Upon giving due notice to the Supplier pursuant to **GCC** Clause 5, the test and/or inspection may be repeated by the Procuring Entity, at no additional cost.

16.5 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative to the said test and/or inspection, shall release the Supplier from any warranties or other obligations under this Contract.

## 17) Warranty

17.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and with all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

17.2 The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

- 17.3 To ensure correction of manufacturing defects, the Supplier shall be required to provide a warranty for a minimum period specified in the **SCC**. At the option of the Procuring Entity, the obligation for the warranty shall be covered by:
- a) Retention money in an amount equivalent to at least one percent (1%) but not to exceed five (5%) of every progress payment; or
  - b) Special bank guarantee equivalent to at least one percent (1%) but not to exceed five (5%) of the total Contract Price; or
  - c) Other such amount, if so specified in the **SCC**.
- 17.4 The said amounts shall only be released by the Procuring Entity after the lapse of the warranty period as specified in the **SCC**, or in case of Expendable Supplies, after the consumption thereof; Provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.5 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under the warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, repair or replace the defective Goods or parts thereof, at the soonest possible time, without cost to the Procuring Entity.
- 17.6 If the Supplier, after having been notified on the warranty claim, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.5, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense, and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and other applicable laws.

## **18) Delays in the Supplier's Performance**

- 18.1 Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2 If at any time during the performance of this Contract, the Supplier encounters conditions that may impede the timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 23, the Procuring Entity shall evaluate the situation and, if warranted, extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3 Except as provided under **GCC** Clause 23, any delay by the Supplier in the performance of its obligations shall render it liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 28.

## **19) Liquidated Damages**

- 19.1 When the Supplier fails to satisfactorily deliver the Goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplier, manufacturer, or distributor shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed

goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the Procuring Entity.

- 19.2 The Procuring Entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due, or which may become due the supplier, manufacturer, or distributor, or collected from any securities or warranties posted by the supplier, manufacturer, or distributor, whichever is convenient to the Procuring Entity. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.
- 19.3 If delays are likely to be incurred beyond its control, the supplier, manufacturer, or distributor shall promptly notify the Procuring Entity in writing, providing details of the causes and duration of the expected delay. The Procuring Entity may, at its discretion, grant a time extension based on meritorious grounds, with or without the imposition of liquidated damages.

## **20) Settlement of Disputes**

- 20.1 Any dispute arising from the implementation of a contract covered by the Act and the IRR shall primarily be resolved and settled amicably by mutual consultation or agreement.
- 20.2 In case of failure to settle dispute amicably, the parties may mutually agree in writing to resort to other modes of alternative dispute resolution (ADR) to promote efficiency in the procurement process. Accordingly, they are encouraged to select the most expeditious mode of ADR available.

If arbitration is chosen as the ADR method, this shall be incorporated as a provision in the contract and referred to the Arbitrator specified in the **SCC**.

- 20.3 In case of disagreement or after exhausting the remedies provided in the preceding Section, the dispute may be submitted to arbitration or other forms of ADR which includes mediation, conciliation, early neutral evaluation, mini-trial, or any combination thereof in accordance with the provisions of RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.4 Should the Parties fail to resolve their dispute or difference by such mutual consultation or agreement after thirty (30) days, either the Procuring Entity or the Supplier may signify its intention to commence arbitration by giving notice to the other Party, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.5 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.6 Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under the Contract unless otherwise agreed upon in writing.

## **21) Liability of the Supplier**

- 21.1 The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.
- 21.2 Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repair or replacement of the defective Goods.

## **22) Termination for Breach of Contract**

The Procuring Entity may terminate for breach of contract when the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity, pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price, consistent with the provision of this IRR on liquidated damages. The Procuring Entity may likewise impose appropriate sanctions therein.

## **23) Termination Due to Force Majeure**

- 23.1 For purposes of this Contract, the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean as an event which the Supplier could not have been foreseen, or though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions, and any other causes the effect/s of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 23.2 The Procuring Entity may terminate this Contract and impose liquidated damages when, as a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the Contract Price, for a period of not less than sixty (60) calendar days, or earlier, as deemed necessary by the Procuring Entity, after receipt of the written notice from the Procuring Entity stating that the circumstance of *force majeure* is deemed to have ceased.
- 23.3 The Supplier shall not be subject to forfeiture of its performance security, payment of liquidated damages, or contract termination due to *force majeure*, provided that the Supplier's delay in performance or other failure to perform its obligations under this Contract is the result of a *force majeure*.
- 23.4 If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity, the Supplier shall continue to perform its obligations under the Contract as far as may be practicable, when not prevented by the *force majeure*, and shall seek all reasonable alternative means in the performance of its obligation.

## **24) Termination for Convenience**

24.1 The Procuring Entity, through a written notice sent to the Supplier, may terminate this Contract, in whole or in part, at any time, if it has determined the existence of any of the following conditions that make contract implementation economically, financially, or technically impractical or unnecessary:

- a) When physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE;
- b) When the HoPE has determined the existence of conditions that make project implementation impractical or unnecessary, such as, but not limited to, fortuitous event/s, changes in laws, and government policies;
- c) When funding for the Project has been withheld or reduced by higher authorities through no fault of the Procuring Entity; or
- d) Any circumstance analogous to the foregoing.

24.2 The Goods that have been performed or are ready to be delivered or performed within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices thereof. For Goods not yet delivered, performed and/or ready to be delivered or performed, the Procuring Entity may elect:

- a) To have any portion delivered and/or performed and paid at the contract terms and prices thereof; or
- b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

## **25) Termination for Unlawful Acts**

25.1 The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier, including any joint venture partner therein, has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- a) Corrupt, fraudulent, collusive, and coercive practices as defined in ITB Clause 3.1;
- b) Drawing up or using forged documents;
- c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- d) Any other act analogous to the foregoing.

## 26) Procedures for Termination of Contracts

26.1 The following provisions shall govern the procedures for termination of this Contract:

- a) **Verification** - Upon receipt of a written report of acts or causes which may constitute grounds for termination as aforementioned, or upon its own initiative, the End-User or Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such grounds and cause the execution of a Verified Report, with all relevant evidence attached.
- b) **Notice to Terminate** - Upon recommendation by the End-User or Implementing Unit, the HoPE shall terminate contracts only by written notice to the supplier conveying the termination of the contract. The notice shall state:
  - i) That the contract is being terminated for any of the grounds aforementioned, and a statement of the acts that constitute the grounds constituting the same;
  - ii) The extent of termination, whether in whole or in part;
  - iii) An instruction to the Supplier, to show cause as to why the contract should not be terminated; and
  - iv) Special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report.

- c) **Show Cause** - Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why the contract should not be terminated. If the Supplier, fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating the contract.
- d) **Rescission of Notice of Termination** - The Procuring Entity may, at any time before receipt of the Supplier's verified position paper, withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice.
- e) **Decision** - Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate the contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, the contract is deemed terminated from receipt of the Supplier of the notice of the decision. The termination shall only be based on the grounds stated in the Notice to Terminate.
- f) **Contract Termination Review Committee (CTRC)** - The HoPE may create a committee to assist in the discharge of its functions under the IRR. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

- g) **Take-over of Contracts** - If a Procuring Entity terminates the contract due to default, insolvency, or for a cause, it may enter into a Negotiated Procurement (Take-over of Contracts) pursuant to Section 35(c) of RA No. 12009.
- h) **Procuring Entity's Options in Termination for Convenience in Contracts for Goods** - The Goods that have been performed or are ready for delivery within thirty (30) calendar days after the supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed or ready for delivery, the Procuring Entity may elect:
  - i) To have any portion delivered or performed and paid at the contract terms and prices; or
  - ii) To cancel the remainder and pay to the supplier an agreed amount for partially completed or performed goods and for materials and parts previously procured by the supplier.

**27) Assignment of Rights**

The Supplier shall not assign its rights or obligations under this Contract, in whole or in part, except upon prior written consent of the Procuring Entity.

**28) Amendment to Order**

No variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties in accordance with the provisions on Amendment to Order, subject to applicable laws, rules and regulations.

**29) Application**

These General Conditions shall apply to the extent that they are not suspended by the provisions from other parts of this Contract.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC.

The provisions of this Section complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a) Information that complements provisions of Section IV must be incorporated.
- b) Amendments and/or supplements to provisions of Section IV, as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of Section IV should be incorporated herein.

## Special Conditions of Contract

| GCC Clause |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1(a)       | The Procuring Entity is <i>Western Mindanao State University</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1(b)       | The Supplier is <i>[to be inserted at the time of contract award]</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1(c)       | <p>The Funding Source is:</p> <p>2.1 The GoP through the source of funding as indicated below for <b>GAA Fund 101</b> in the amount of <b>Three Hundred Seventy-Six Million Three Hundred Ninety-Five Thousand Four Hundred Thirty-Two Pesos and Seventy-Seven Centavos (PHP 376,395,432.77)</b>.</p> <p>2.2 The source of funding is:</p> <p style="padding-left: 40px;">a) NGA, the General Appropriations Act or Special Appropriations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1(d)       | The Project Site is <b>Western Mindanao State University Main Campus</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2          | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5.1        | <p>The Procuring Entity's address for Notices is: <b>Procurement Office, Ground Floor Administration Building, WMSU, Zamboanga City</b></p> <p>The Supplier's address for Notices is: <i>[Insert address including, name of contact, fax and telephone number]</i>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5.2        | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6.2        | <p><b>Delivery and Documents</b></p> <p>For purposes of this Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods Supplied from Abroad, state "The delivery terms applicable to the Contract are DDP delivered [insert place of destination]. In accordance with INCOTERMS." (DAP)</i></p> <p><i>For Goods Supplied from Within the Philippines, state "The delivery terms applicable to this Contract are delivered [insert place of destination]. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."</i></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> |

*For Goods supplied from within the Philippines:*

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following original documents to the Procuring Entity:

- i) Supplier's invoice showing the goods' description, quantity, unit price, and total amount;
- ii) Delivery receipt/note, railway receipt, or truck receipt;
- iii) Supplier's factory inspection report;
- iv) Manufacturer's and/or Supplier's warranty certificate;
- v) Certificate of origin (for imported Goods);
- vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

*For goods supplied from abroad:*

Upon shipment, the Supplier shall immediately communicate and notify the Procuring Entity and the insurance company the full details of the shipment, including Contract Number, description of the goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following original documents as applicable with the documentary requirements of any letter of credit issued taking precedence:

- i) Supplier's invoice showing the goods' description, quantity, unit price, and total amount;
- ii) Negotiable, clean shipped on board bill of lading marked "freight prepaid", as well as a copy of the non-negotiable bill of lading;
- iii) Supplier's factory inspection report;
- iv) Manufacturer's and/or Supplier's warranty certificate;
- v) Certificate of origin (for imported goods);
- vi) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site;
- vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- viii) Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is ***Mr. Joerland Jansen Reyes, Supply Officer III and Engr. Ferdinand S. Guardo, MISTO Director***

#### **Incidental Services**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a) performance or supervision of onsite assembly and/or startup of the supplied goods;
- b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

The Contract price for the goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

#### **Spare Parts**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b) in the event of termination of production of the spare parts:
  - i) advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii) following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|  | <p>The spare parts required are listed in Section VI. Schedule of Requirements and the cost thereof are included in the Contract Price</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods for a period of <i>[insert here the time period specified. If not used insert time period of three times the warranty period]</i>.</p> <p>Other spare parts and components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p> <p><b>Packaging</b></p> <p>The Supplier shall meet packaging standards for goods in accordance with existing laws and regulations, and as indicated in this Contract to prevent damage or deterioration during transit to their final destination.</p> <p>The packaging shall be durable enough to withstand rough handling, exposure to extreme temperatures, salt, precipitation, open storage, and other extreme conditions during transit. Packaging case sizes and weights shall consider the remoteness of the goods' final destination and the potential absence of heavy handling facilities at all transit points.</p> <p>The packaging, labeling, and documentation within and outside the packages shall comply strictly with special requirements as shall be expressly provided for in this Contract, including additional requirements, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant Hazardous Chemical classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging, if practical. Otherwise, the packaging list is to be placed outside the secondary packaging.</p> <p><b>Insurance</b></p> |
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|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>The Supplier shall fully insure the goods supplied under this Contract in a currency, local or tradeable and accepted by the <i>Bangko Sentral ng Pilipinas</i> against loss or damage incidental to manufacture, acquisition, transportation, storage, and delivery. The risk and ownership of the goods remain with the Supplier until their final acceptance by the Procuring Entity, unless otherwise specified in this Contract.</p> <p><b>Transportation</b></p> <p>The Supplier shall arrange and pay for the delivery of the goods, with the cost included in the Contract Price. When required under this Contract to deliver the goods CIF, CIP, or DDP, the Supplier shall ensure the transport of the goods to the port of destination or any other specified place of destination in the Philippines, as indicated in this Contract.</p> <p>The Supplier shall arrange for transport, insurance, and storage to the specified destination with the related costs included in the Contract Price. When required under this Contract to transport the goods to a specified place of destination within the Philippines, defined as the Project Site.</p> <p>The goods must be transported using carriers registered in the Philippines when the Supplier is required under this Contract to deliver the goods CIF (Cost, Insurance, and Freight), CIP (Carriage and Insurance Paid To), or DDP (Delivered Duty Paid). If no Philippine-registered carrier is available, the goods may be shipped using a non-Philippine carrier, provided the Supplier obtains and presents certification from the nearest Philippine consulate at the port of dispatch. If Philippine-registered carriers are available but their schedules would impede timely delivery or cause delays in the Supplier's performance of this Contract, the period of delay from when the goods were first ready for shipment to the actual date of shipment will be considered <i>force majeure</i> in accordance with <b>GCC</b> Clause 23.</p> <p>The Procuring Entity accepts no liability for the damage of goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of goods supplied from within the Philippines or supplied by domestic Suppliers, risk and ownership will not be deemed transferred to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Patent Rights</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third- party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof.</p> |
| 10.3 | Maintain the GCC Clause."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11.4 | "Payment shall be made in Philippine Peso.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 11.5 | State, "Payment using LoC is not allowed."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <i>[Note: The provisional sum shall not exceed 10% of the ABC, and shall form part of the ABC.]</i>                                                                                                                                                                                                                                                                                                                                |
| 13.4(c) | "No further instructions".                                                                                                                                                                                                                                                                                                                                                                                                         |
| 16.1    | The inspections and tests that will be conducted are: as <i>Necessary for the project</i>                                                                                                                                                                                                                                                                                                                                          |
| 17.3    | <p><i>If the goods pertain to Expendable Supplies:</i> Three (3) months after acceptance by the Procuring Entity of the delivered goods or after the goods are consumed, whichever is earlier.</p> <p><i>If the goods pertain to Non-expendable Supplies:</i> One (1) year after acceptance by the Procuring Entity of the delivered goods.</p> <p>Warranty shall be for a period of Six (6) months for supplies and materials</p> |
| 17.3(c) | "Not applicable."                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 17.4    | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                                           |
| 17.5    | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                                           |
| 20.2    | "Not applicable."                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 21.1    | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                                           |

## **Section VI. Schedule of Requirements**

The delivery schedule, expressed in weeks or months, indicates the required delivery date which shall be understood as the date the Goods are to be delivered to the project site.

| <b>Item Number</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Quantity</b> | <b>Total</b> | <b>Delivery Schedule</b> |
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| 1.)                | <p><b>VIRTUALIZED INFRASTRUCTURE</b></p> <p>1.0 PROJECT DESCRIPTION</p> <p>The project involves the supply, delivery, installation, configuration, testing, and commissioning of a fully integrated, enterprise-grade Virtualized Infrastructure that will serve as the central digital backbone of the University Smart Campus.</p> <p>The infrastructure shall support all core systems:</p> <ul style="list-style-type: none"> <li>.University Student Information System (USIS)</li> <li>.Transcript of Records Management System (TORMS)</li> <li>.University Document Management System (UDMS)</li> <li>.University Inventory Management System (UIMS)</li> <li>.University Finance Management System (UFMS)</li> <li>.University Library Management Information System (ULMIS)</li> </ul> <p>The infrastructure shall enable real-time integration, high availability, scalability, and secure data processing across all systems.</p> <p>2.0 OBJECTIVES</p> <p>The project aims to:</p> <ul style="list-style-type: none"> <li>.Establish a high-performance, scalable data center infrastructure</li> <li>.Support &gt;/-5,000 concurrent users during peak operations</li> <li>.Enable API-driven Smart Campus Architecture</li> <li>.Provide centralized virtualization and resource management</li> <li>.Ensure data integrity, interoperability, and system availability</li> </ul> | One (1) lot     |              | Sixty (60) Calendar Days |

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|  | <p>.Support real-time synchronization across all systems</p> <p>.Ensure compliance with:</p> <p>.RA 10173 (Data Privacy Act)</p> <p>.COA and CHED standards</p> <p>3.0 SCOPE OF WORK</p> <p>The supplier shall provide:</p> <p>3.1 Modular Data Center Infrastructure</p> <p>.Rack systems and containment</p> <p>.Precision cooling</p> <p>.UPS and power protection</p> <p>.Intelligent PDUs</p> <p>.Environmental and infrastructure monitoring system</p> <p>3.2 Network Infrastructure (Leaf-Spine Architecture)</p> <p>.High-speed switches for east-west traffic</p> <p>.Support for microservices and API traffic</p> <p>.Network segmentation and QoS</p> <p>3.3 Hyperconverged Infrastructure (HCI)</p> <p>.Enterprise-grade compute, storage, and virtualization platform</p> <p>.Support for:</p> <p>-Virtual Machines (VMs)</p> <p>-Container workloads (Kubernetes-ready)</p> <p>.High availability clustering</p> <p>.Live migration (zero downtime)</p> <p>3.4 Enterprise Integration Enablement</p> <p>The infrastructure shall support:</p> <p>.API Gateway / ESB deployment</p> <p>.RESTful API communication</p> <p>.Event-driven architecture</p> <p>.Real-time data synchronization (Aligned with UIS integration requirements)</p> <p>3.5 Storage and Data Management</p> <p>.Tiered storage architecture:</p> <p>-SSD (databases: USIS, UFMS)</p> <p>-HDD/Object storage (UDMS, TORMS)</p> <p>.Backup and disaster recovery</p> <p>.Data replication capability</p> <p>3.6 Identity and Access Management</p> <p>.Support Single Sign-On (SSO)</p> <p>.Integration with:</p> |  |  |  |
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|                                 | <p>components (power, cooling, network)</p> <p>.Redundant network paths in leaf-spine architecture</p> <p>.Failover capability for HCI cluster nodes</p> <p>.No single point of failure in core infrastructure design</p> <p>4.5 Disaster Recovery and Business Continuity</p> <p>The infrastructure shall support:</p> <p>.Backup and restore mechanisms</p> <p>.Snapshot-based recovery</p> <p>.Data replication capability for future disaster recovery site</p> <p>.Configurable Recovery Time Objective (RTO) and Recovery Point Objective (RPO)</p> <p>5.0 DELIVERABLES</p> <p>The supplier shall deliver:</p> <p>.Fully installed and operational infrastructure</p> <p>.Configured virtualized environment per system</p> <p>.API-ready and SSO-enabled environment</p> <p>.Backup and disaster recovery configuration</p> <p>.Monitoring dashboards</p> <p>.Training and documentation</p> <p>.Test and acceptance reports</p> <p>6. IMPLEMENTATION PERIOD</p> <p>.120-180 calendar days</p> <p>7.0 Warranty and Support</p> <p>The supplier shall provide a minimum of three (3) years comprehensive warranty covering all hardware, software, and services, including:</p> <p>.24/7 technical support</p> <p>.Preventive and corrective maintenance</p> <p>.Replacement of defective components</p> <p>.System updates and security patches</p> <p>8.0 SERVICE LEVEL AGREEMENT (SLA)</p> <table><tr><td>Category</td><td>Requirement</td></tr><tr><td>System Availability</td><td>&gt;/- 99.9% uptime</td></tr><tr><td>Critical Incident Response Time</td><td>Resolution 5 Days</td></tr></table> | Category | Requirement | System Availability | >/- 99.9% uptime | Critical Incident Response Time | Resolution 5 Days |  |  |  |
| Category                        | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |             |                     |                  |                                 |                   |  |  |  |
| System Availability             | >/- 99.9% uptime                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |             |                     |                  |                                 |                   |  |  |  |
| Critical Incident Response Time | Resolution 5 Days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |             |                     |                  |                                 |                   |  |  |  |

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|  | <p><b>9.0 TRAINING AND DOCUMENTATION</b><br/> The supplier shall conduct structured training sessions including:</p> <ul style="list-style-type: none"> <li>.At least three (3) sessions for administrators</li> <li>.At least two (2) sessions for IT operations staff</li> <li>.Hands-on system training</li> </ul> <p>Training shall include:</p> <ul style="list-style-type: none"> <li>.HCI platform management</li> <li>.Network configuration and monitoring</li> <li>.Infrastructure monitoring system</li> <li>.Incident response and troubleshooting</li> </ul> <p><b>10.0 DATA OWNERSHIP</b><br/> All configurations, system setups, and documentation shall be:</p> <ul style="list-style-type: none"> <li>.Fully owned by the University</li> <li>.Transferable without vendor restrictions</li> </ul> <p><b>11.0 ACCEPTANCE CRITERIA</b><br/> The project shall be accepted only upon:</p> <ul style="list-style-type: none"> <li>.Successful completion of UAT</li> <li>.Full compliance with technical specifications</li> <li>.No critical defects</li> <li>.Complete documentation turnover</li> </ul> <p>1.) 4 units Server Rack</p> <p><b>SERVER RACK SYSTEM</b><br/> The supplier shall design, supply, deliver, install, test, and commission a modular data center infrastructure to support the University's Virtualized Infrastructure Environment.</p> <p>The solution shall include:</p> <ul style="list-style-type: none"> <li>.IT racks and containment system</li> <li>.Precision cooling system</li> <li>.Power protection (UPS)</li> <li>.Intelligent power distribution units (PDU)</li> <li>.Environmental monitoring and management system</li> <li>.Emergency ventilation system</li> <li>.Integration with centralized monitoring platform</li> </ul> <p>The system must be fully operational, scalable, and</p> |  |  |  |
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|  | <p>interoperable with existing and future systems.</p> <p>The proposed solution shall:</p> <ul style="list-style-type: none"> <li>.Be brand-neutral and compliant with "or equivalent" principle</li> <li>.Use open standards and interoperable protocols (SNMP, Modbus, TCP/IP, REST API)</li> <li>.Support multi-vendor integration</li> <li>.Be scalable and modular</li> <li>.Include complete installation, configuration, testing, and commissioning</li> <li>.Include training and documentation</li> <li>.Include minimum three (3) years warranty and support consistent with overall project warranty requirements.</li> <li>.Provide 24/7 technical support capability</li> </ul> <p><b>A. RACK AND CONTAINMENT SYSTEM</b></p> <p>The supplier shall provide a minimum of four (4) IT racks and one (1) infrastructure rack.</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Standard 19-inch rack system, minimum 42U height</li> <li>.Rack width: 600mm to 800mm</li> <li>.Rack depth: minimum 1000mm, suitable for enterprise equipment</li> <li>.Front and rear doors: lockable, perforated steel or tempered glass</li> <li>.Load capacity: suitable for enterprise IT equipment</li> <li>.Cable management: <ul style="list-style-type: none"> <li>-Top and/or bottom cable entry</li> <li>-Support for high-density structured cabling</li> </ul> </li> <li>.Grounding and bonding provision</li> <li>.Support for rack-level access control system (RFID/key/web-based or equivalent)</li> <li>.Support for environmental monitoring sensors (temperature, humidity, etc.)</li> <li>.Support for visual status indicators (optional)</li> </ul> <p>System Configuration:</p> <ul style="list-style-type: none"> <li>.Minimum of four (4) IT racks</li> <li>.One (1) dedicated infrastructure rack for power, monitoring, and</li> </ul> |  |  |  |
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|  | <p>control systems</p> <p>.Infrastructure components may be pre-installed or modular, provided they support open standards and interoperability</p> <p><b>B. PRECISION COOLING SYSTEM</b></p> <p>The supplier shall provide a precision cooling system suitable for a modular data center environment, ensuring stable temperature and humidity conditions for mission-critical IT equipment.</p> <p>The system shall be:</p> <ul style="list-style-type: none"> <li>.Energy-efficient</li> <li>.Scalable and modular</li> <li>.Compatible with rack-based or row-based deployment</li> <li>.Interoperable with centralized monitoring systems</li> </ul> <p>The precision cooling system shall meet the following minimum requirements:</p> <ul style="list-style-type: none"> <li>.Designed for continuous operation (24/7)</li> <li>.Capable of maintaining recommended data center environmental conditions (temperature and humidity)</li> <li>.Support variable cooling capacity based on load demand</li> <li>.Use high-efficiency components (compressor/fans or equivalent technologies)</li> </ul> <p>Support energy-saving operation modes</p> <ul style="list-style-type: none"> <li>.Designed to minimize power consumption while maintaining performance</li> <li>.Optimized airflow design for uniform air distribution</li> <li>.Configurable for front-to-back or contained airflow systems</li> <li>.Equipped with high-efficiency heat exchange mechanism</li> </ul> <p>.Capable of controlling:</p> <ul style="list-style-type: none"> <li>-Temperature</li> <li>-Humidity</li> </ul> <p>.Support automatic regulation based on sensor feedback</p> <p>The cooling system shall:</p> <ul style="list-style-type: none"> <li>.Include an intelligent controller</li> </ul> <p>.Support:</p> <ul style="list-style-type: none"> <li>-Real-time monitoring</li> </ul> |  |  |  |
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|  | <ul style="list-style-type: none"> <li>-Alarm notifications</li> <li>-Fault detection</li> <li>.Be accessible via: <ul style="list-style-type: none"> <li>-Local interface and/or</li> <li>-Remote access (web-based or equivalent)</li> </ul> </li> <li>.Support integration via: Open protocols (e.g., SNMP, Modbus, TCP/IP, or equivalent)</li> <li>The system shall provide: <ul style="list-style-type: none"> <li>-High/low temperature alarms</li> <li>-System fault alarms</li> <li>-Airflow or filter-related alerts</li> <li>-Automatic protection mechanisms against abnormal operating conditions</li> </ul> </li> <li>.Support humidification and/or dehumidification functions</li> <li>.Automatic humidity control based on environmental conditions</li> </ul> <p>C. Power Protection System (UPS)</p> <p>The supplier shall provide a reliable and high-quality Uninterruptible Power Supply (UPS) system to support mission-critical equipment, including data enter infrastructure, network and communication systems, and other sensitive electronic devices.</p> <p>1. General Requirements</p> <ul style="list-style-type: none"> <li>.Designed for continuous operation (24/7)</li> <li>.Suitable for data center and virtualized infrastructure environments</li> <li>.Scalable and modular architecture</li> <li>.Capable of providing stable and uninterrupted backup power</li> </ul> <p>2. Capacity and Configuration</p> <ul style="list-style-type: none"> <li>.Minimum capacity: 20kVA / 20kW (or equivalent)</li> <li>.Configuration: <ul style="list-style-type: none"> <li>-Rack-mounted, modular, or equivalent form factor compatible with standard racks</li> <li>-Support for parallel or redundant operation</li> </ul> </li> <li>.Input/Output: <ul style="list-style-type: none"> <li>-Three-phase input and output (or equivalent suitable for system requirements)</li> </ul> </li> </ul> <p>3. UPS Technology and</p> |  |  |  |
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|  | <p>Performance</p> <ul style="list-style-type: none"> <li>. True online double-conversion UPS (or equivalent)</li> <li>. High power factor (&gt;/- 0.9 preferred)</li> <li>. Efficiency: <ul style="list-style-type: none"> <li>-&gt;/- 95% under normal operation</li> <li>- Higher efficiency in energy-saving mode (if available)</li> </ul> </li> <li>. Provides: <ul style="list-style-type: none"> <li>- Stable voltage and frequency regulation</li> <li>- Protection against power disturbances and interruptions</li> </ul> </li> </ul> <p>4. Battery System</p> <ul style="list-style-type: none"> <li>. Integrated or external battery system</li> <li>. Provides sufficient runtime for: <ul style="list-style-type: none"> <li>- Safe shutdown of equipment, or</li> <li>- Transition to alternative power source</li> </ul> </li> <li>. Supports: <ul style="list-style-type: none"> <li>- Battery monitoring and protection</li> <li>- Expandable or scalable battery capacity</li> </ul> </li> </ul> <p>5. Monitoring and Control</p> <ul style="list-style-type: none"> <li>. Intelligent monitoring and control capabilities</li> <li>. Real-time display of Load status, Battery condition, Input/output parameters</li> <li>. Alarm and notification features for Power failure, Battery status, System faults</li> <li>. Communication interfaces supporting SNMP, Modbus, TCP/IP, REST API or equivalent</li> </ul> <p>6. Protection Features</p> <ul style="list-style-type: none"> <li>. Protection against: Power interruption, Overload, Short circuit, Overvoltage and undervoltage , Battery-related faults</li> </ul> <p>7. Compliance Standards</p> <p>Compliance with internationally recognized standards (or equivalent), such as:</p> <ul style="list-style-type: none"> <li>. General safety requirements: EN62040-1/IEC62040-1</li> <li>. EMC requirements: EN62040-2/IEC62040-2 (Class C2)</li> <li>. Method of specifying the performance and test</li> </ul> |  |  |  |
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|  | <p>requirements: EN62040-3/IEC62040-3(VFI SS 111)</p> <p>.Safety of information technology equipment, including electrical business equipment: EN60950</p> <p>.Energy star certified</p> <p>D. Power Distribution Units (PDU)</p> <p>The supplier shall provide intelligent Power Distribution Units (PDUs) to support reliable and efficient power distribution within the rack system.</p> <p>1. General Requirements</p> <p>. Each rack shall be equipped with dual PDUs for redundancy or load distribution</p> <p>.Compatible with standard data center rack systems and suitable for continuous operation</p> <p>2. Monitoring and Metering</p> <p>.Real-time monitoring of electrical parameters such as voltage, current, power (kW), energy consumption (kWh), and power factor</p> <p>.Support for branch-level or outlet-level metering, as applicable</p> <p>3. Control Features</p> <p>.Remote on/off control of individual outlets</p> <p>.Sequential startup and shutdown configuration</p> <p>4. Management and Interface</p> <p>.Secure remote administration via web-based interface or equivalent</p> <p>.Integration with rack-level or centralized monitoring system</p> <p>5. Alerts and Notifications</p> <p>.Configurable alerts for power events, threshold breaches, and system faults</p> <p>.Notification via email, SMS, or system dashboard</p> <p>6. Logging and Reporting</p> <p>.Logging of user authentication, configuration changes, and power events</p> <p>.Support for monitoring history and reporting</p> <p>7. Integration and Interoperability</p> <p>.Support for open protocols such as SNMP, Modbus, TCP/IP,</p> |  |  |  |
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|  | <p>REST API, or equivalent</p> <p>.Capable of integration with infrastructure monitoring system, Smart Campus platform, and other third-party systems</p> <p>E. Infrastructure Monitoring System</p> <p>The supplier shall provide a centralized infrastructure monitoring and management system capable of monitoring, controlling, and reporting the status of data center facilities and equipment.</p> <p>1. General Requirements</p> <p>.Real-time monitoring and management of infrastructure systems</p> <p>.Integration support for:</p> <ul style="list-style-type: none"> <li>-Power systems (UPS, PDU) --</li> <li>-Cooling systems</li> <li>-Environmental sensors</li> <li>-Security and access systems</li> </ul> <p>.Scalable and modular architecture to accommodate future expansion</p> <p>.Accessible via Local interface and/or Web-based remote access</p> <p>2. Monitoring Capabilities</p> <p>.Electrical parameters (voltage, current, power, etc.)</p> <p>.Environmental conditions</p> <p>Temperature, Humidity, Water leak detection</p> <p>.Equipment status (UPS, cooling, PDU, etc.)</p> <p>.Access and security status</p> <p>3. Sensors and Data Collection</p> <p>.Support integration of environmental and operational sensors, including but not limited to:</p> <ul style="list-style-type: none"> <li>-Temperature sensors</li> <li>-Humidity sensors</li> <li>-Door/access sensors</li> <li>-Water leak detection sensors</li> </ul> <p>.Allow flexible and scalable deployment of sensors based on system requirements</p> <p>4. Alerts and Notifications</p> <p>.Configurable alarm and notification mechanisms</p> <p>.Alerts for Environmental thresholds, Equipment faults,</p> |  |  |  |
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|  | <p>Power events</p> <p>.Notification channels may include Email, SMS, System dashboard alerts</p> <p>5. Data Logging and Reporting</p> <p>.Maintain historical logs of monitored parameters and events</p> <p>.Provide report generation capabilities for operational and audit purposes</p> <p>.Allow export of reports in standard formats</p> <p>6. Integration and Interoperability</p> <p>.Support integration using open standards and protocols, such as SNMP, Modbus, TCP/IP, REST API or equivalent</p> <p>.Be capable of integration with Smart Campus systems and other third party platforms</p> <p>7. User Access and Security</p> <p>.Support user authentication and role-based access control</p> <p>.Maintain logs of user activities and system changes</p> <p>8. Access Features</p> <p>The system may support integration with rack-level or facility-level access control systems. Access control may include:</p> <ul style="list-style-type: none"> <li>-Card-based access</li> <li>-Key-based access</li> <li>-Remote authorization</li> </ul> <p>F. Emergency Ventilation Fan System</p> <p>The supplier shall provide an emergency ventilation system integrated within the rack or enclosure to support thermal management during abnormal operating conditions.</p> <p>.The system shall automatically activate in response to high-temperature conditions or alarms</p> <p>.Capable of rapid heat dissipation within the enclosed space to prevent overheating of equipment</p> <p>.Designed to mitigate temperature rise and provide sufficient time for personnel to respond to system faults</p> <p>.Integrated with the infrastructure</p> |  |  |  |
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|  | <p>monitoring system for alarm triggering and status monitoring</p> <p>G. IT Management</p> <p>The monitoring system shall be capable of integration with a centralized data center management platform to support:</p> <ul style="list-style-type: none"> <li>.Multi-site data center monitoring and management</li> <li>.Integration with surveillance and security systems</li> <li>.Unified dashboard for infrastructure visibility</li> </ul> <p>The system shall support integration using open standards and APIs, ensuring compatibility with third-party platforms.</p> <p>H. In-built Power distribution (switchboard)</p> <p>The system shall include a power distribution switchboard to support safe and efficient electrical distribution.</p> <ul style="list-style-type: none"> <li>.Supports single or multiple power feed configuration</li> <li>.Includes surge protection device</li> <li>.Equipped with a Digital Power Meter (DPM) or equivalent</li> </ul> <p>The power meter shall be capable of measuring:</p> <ul style="list-style-type: none"> <li>.Frequency</li> <li>.Phase current and average current</li> <li>.Phase and line voltage</li> <li>.Active, reactive, and apparent power</li> <li>.Power factor</li> </ul> <p>The system shall support real-time monitoring and integration via open protocols.</p> <p>2.) 2 units Leaf Switch</p> <p>LEAF SWITCH (DATA CENTER / CAMPUS AGGREGATION)</p> <p>The supplier shall provide two (2) Layer 2/Layer 3 managed Ethernet switches suitable for data center leaf or campus aggregation deployment.</p> <p>1. General and Interfaces</p> <ul style="list-style-type: none"> <li>.Layer 2 and Layer 3 managed switch, rack-mountable (1U or equivalent)</li> <li>.Minimum interfaces: 48 × 10G/25G SFP+ ports (or equivalent) and 4 × 40G or 100G</li> </ul> |  |  |  |
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|  | <p>uplink ports</p> <p>2. Performance and Reliability</p> <ul style="list-style-type: none"> <li>.Non-blocking architecture with switching capacity of &gt;/- 800 Gbps and low latency suitable for data center use</li> <li>.Redundancy through dual hot-swappable power supplies and cooling fans</li> </ul> <p>3. Network Features</p> <ul style="list-style-type: none"> <li>.Layer 2 support including VLAN (802.1Q), link aggregation, and spanning tree protocols</li> <li>.Layer 3 capabilities including static routing and dynamic routing (e.g., OSPF or equivalent)</li> <li>.Security features such as 802.1X, RADIUS/TACACS+, ACLs, DHCP snooping or equivalent, and port security</li> </ul> <p>4. Quality of Service</p> <ul style="list-style-type: none"> <li>.Traffic classification and prioritization (802.1p, DSCP or equivalent), with queue management and traffic shaping</li> </ul> <p>5. Management and Integration</p> <ul style="list-style-type: none"> <li>.Management via CLI, SSH, and web-based interface, with support for SNMP (v1/v2c/v3) and API-based management (REST or equivalent)</li> <li>.Compatible with network monitoring systems and supports integration using standard protocols</li> </ul> <p>6. Physical and Compliance</p> <ul style="list-style-type: none"> <li>.Operating temperature: 0°C to 45°C (or equivalent)</li> <li>.Compliance with CE, FCC, RoHS, or equivalent standards</li> </ul> <p>Includes additional high-speed transceivers, redundancy configuration, and capacity expansion to support increased east west traffic and virtualization workloads</p> <p>3.) 2 units Spine Switch<br/>SPINE SWITCH<br/>(AGGREGATION / CORE)<br/>The supplier shall provide two (2) high-performance Layer 3 switches suitable for aggregation or spine deployment in a data center or campus network.<br/>Specifications:</p> |  |  |  |
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|  | <p>.Switch Type: High-performance Layer 3 spine (aggregation/core) switch</p> <p>.Port Configuration: Minimum: 24-32 × 40G or 100G ports (or equivalent)</p> <p>.Throughput: &gt;/- 2.0 Tbps switching capacity (non-blocking)</p> <p>.Latency: Low latency suitable for enterprise/data center applications</p> <p>.MAC Address Table: &gt;/- 64,000 entries</p> <p>.Routing Protocols: Static routing and dynamic routing (e.g., OSPF or equivalent)</p> <p>.IPv6 Support: IPv4/IPv6 dual stack</p> <p>.High Availability: Dual hot-swappable power supplies and fans</p> <p>.Security Features: ACLs, RADIUS/TACACS+, and port-based security controls</p> <p>.Management Interfaces: CLI (SSH), SNMP (v1/v2c/v3), Web UI, REST API or equivalent</p> <p>.Quality of Service (QoS):Traffic prioritization (802.1p, DSCP or equivalent)</p> <p>.Form Factor: 1U-2U rack mount</p> <p>.Operating Temperature: 0°C to 45°C (or equivalent)</p> <p>.Compliance: CE, FCC, RoHS or equivalent standards</p> <p>Includes enhanced backbone capacity, additional uplinks, redundancy configuration, and support for scalable leaf-spine architecture to ensure high availability and performance.</p> <p>4.) 6 units Server Compute Nodes</p> <p>SERVER COMPUTE NODES (HCI)</p> <p>The supplier shall provide six (6) server compute nodes configured for a hyperconverged infrastructure (HCI) environment, including installation, configuration, and integration.</p> <p>Specifications:</p> <p>Hardware</p> <p>.Dual processor server (e.g., Intel Xeon or equivalent)</p> |  |  |  |
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|  | <p>.Minimum 24 cores per processor</p> <p>.Minimum 768 GB RAM per node</p> <p>.Network interfaces: minimum 4 × 10GbE SFP+ ports</p> <p>.System disks: minimum 2 × 480GB SSD (RAID-configurable)</p> <p>.Storage: minimum total usable capacity of 60TB for the cluster</p> <p>.Redundant power supply</p> <p>Software / HCI Platform</p> <p>The solution shall provide a software-defined infrastructure platform integrating:</p> <p>.Compute virtualization</p> <p>.Storage virtualization</p> <p>.Network virtualization (or equivalent capability)</p> <p>.Centralized management</p> <p>Functional Capabilities</p> <p>.Live migration of virtual machines without service interruption</p> <p>.Automated health monitoring and diagnostics</p> <p>.Resource scheduling and load balancing</p> <p>.Centralized management interface</p> <p>.High availability and fault tolerance</p> <p>Integration</p> <p>.Compatible with heterogeneous enterprise environments</p> <p>.Supports integration with existing systems</p> <p>Licensing</p> <p>.Includes perpetual licenses for virtualization and management software</p> <p>Compliance and Standards</p> <p>.Compliance with recognized standards such as:</p> <p>-ISO/IEC 27001 (or equivalent)</p> <p>-Other relevant security and data protection standards</p> <p>Support and Services</p> <p>.Installation, configuration, and commissioning</p> <p>.Knowledge transfer and training</p> <p>.Technical support and warranty</p> <p>5.) Training/Knowledge Transfer</p> <p>TRAINING AND KNOWLEDGE TRANSFER</p> |  |  |  |
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|  | <p>Specifications</p> <ul style="list-style-type: none"> <li>.Administrator-level training (mandatory)</li> <li>.Hands-on operational training</li> <li>.Knowledge transfer sessions for IT personnel</li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>.Training Materials (manuals, slides)</li> <li>.Attendance Records</li> <li>.Training Completion Report</li> </ul> <p>Training must be hands-on and role-based, ensuring internal staff can independently operate and maintain the system</p> <p>6.) Project Management</p> <p><b>PROJECT MANAGEMENT</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Establish project governance structure</li> <li>.Develop detailed project implementation plan and schedule</li> <li>.Coordinate with end-users, TWG, and stakeholders</li> <li>.Monitor project progress, risks, and issues</li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>.Approved Project Management Plan (PMP)</li> <li>.Implementation timeline (Gantt Chart)</li> <li>.Weekly/Monthly Progress Reports</li> <li>.Risk and Issue Log</li> <li>.Project Completion Report</li> </ul> <p>7.) Installation and Configuration Services</p> <p><b>INSTALLATION AND CONFIGURATION</b></p> <p>Specifications</p> <p>.Installation of:</p> <ul style="list-style-type: none"> <li>-Rack and infrastructure components</li> <li>-Power systems (UPS, PDU)</li> <li>-Cooling systems</li> <li>-Network devices (Leaf/Spine)</li> <li>-Server compute nodes</li> </ul> <p>.Configuration of:</p> <ul style="list-style-type: none"> <li>-Network topology</li> <li>-HCI cluster</li> <li>-Storage pools</li> <li>-Management systems</li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>.Installation Checklist and Report</li> </ul> |  |  |  |
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|  | <p>.Configuration Documentation (network, server, storage)<br/>         .As-built diagrams<br/>         All configurations must follow industry best practices and be documented for future maintenance and audit purposes.<br/>         8.) Deployment and Implementation<br/> <b>DEPLOYMENT AND IMPLEMENTATION</b><br/>         Specifications<br/>         .Deployment of virtualized infrastructure environment<br/>         .Creation and configuration of virtual machines<br/>         .Integration of:<br/>         -Compute, storage, and network layers<br/>         -Monitoring and management systems<br/>         Deliverables<br/>         .Fully operational HCI environment<br/>         .Deployment documentation<br/>         .System integration report<br/>         Deployment must ensure minimal service disruption and readiness for production workloads.<br/>         Deployment and implementation cost is aligned with the installation scope to avoid duplication of services while ensuring full system integration and operational readiness<br/>         9.) OS Hardening Services<br/> <b>SECURITY HARDENING SERVICES</b><br/>         Specifications<br/>         .Implementation of baseline security configurations:<br/>         -Operating system hardening<br/>         -Hypervisor security configuration<br/>         - Network security policies<br/>         .Application of:<br/>         -Access controls<br/>         -Patch updates<br/>         -Security policies<br/>         Deliverables<br/>         .Security Hardening Checklist<br/>         .Compliance Report<br/>         .System Security Configuration Documentation<br/>         Security hardening shall follow</p> |  |  |  |
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|  | <p>recognized standards (e.g., ISO 27001, CIS benchmarks, or equivalent) and must be reasonable in cost relative to scope.</p> <p>10.) Data Analytics<br/>INFRASTRUCTURE<br/>ANALYTICS AND REPORTING</p> <p>The supplier shall provide analytics and reporting capabilities integrated with the infrastructure monitoring and virtualization platform to support operational visibility, performance analysis, and capacity planning.</p> <p>Specifications</p> <p>.Provide dashboards and analytics for:</p> <ul style="list-style-type: none"> <li>-Resource utilization (CPU, memory, storage)</li> <li>-Network performance</li> <li>-Power and environmental monitoring</li> </ul> <p>.Support:</p> <ul style="list-style-type: none"> <li>-Historical data analysis</li> <li>-Trend analysis and forecasting</li> <li>-Capacity planning</li> </ul> <p>.Generate:</p> <ul style="list-style-type: none"> <li>-Operational reports</li> <li>-Performance reports</li> <li>-Incident and alert reports</li> </ul> <p>.Integrate with:</p> <ul style="list-style-type: none"> <li>-Infrastructure Monitoring System</li> <li>-Hyperconverged Infrastructure (HCI) platform</li> <li>-Network devices (Leaf and Spine switches)</li> </ul> <p>Deliverables</p> <p>.Configured analytics dashboards</p> <p>.Standard and customizable reports</p> <p>.Performance and capacity planning reports</p> <p>.Documentation for analytics configuration and usage</p> <p>The analytics component shall be limited to infrastructure monitoring, performance optimization, and capacity planning, and shall not include enterprise business analytics or unrelated data processing systems.</p> |  |  |  |
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|          | <p>11.) Testing and Validation Services</p> <p>TESTING AND VALIDATION Specifications</p> <p>.Functional testing of all components</p> <p>.Performance testing (compute, storage, network)</p> <p>.Failover and redundancy testing</p> <p>.Security validation testing</p> <p>Deliverables</p> <p>.Test Plan</p> <p>.Test Results Report</p> <p>.Signed User Acceptance Test (UAT)</p> <p>Testing must include high availability and failover scenarios to ensure system resilience.</p> <p>SERVICE LEVEL AGREEMENT (SLA)</p> <p>1. Service Levels and Support</p> <p>.Define severity levels (Critical, High, Medium, Low) with corresponding response and resolution times.</p> <p>.Provide 24x7 support for critical incidents affecting core infrastructure, including:</p> <p>-HCI cluster</p> <p>-Network backbone (Leaf-Spine)</p> <p>-Power and cooling systems</p> <p>.Provide remote support and on-site support as required based on incident severity.</p> <p>.Establish clear escalation procedures up to vendor principal or OEM support.</p> <p>.Monitor warranty, licenses, and support coverage, with proactive renewal notification at least 60 days before expiry.</p> <p>2. Incident Management and Response</p> <p>.All incidents shall be logged in a ticketing or service desk system with:</p> <p>-Timestamp</p> <p>-Severity classification</p> <p>-Description and impact</p> <p>-Resolution details</p> <p>.The supplier shall adhere to the following minimum service targets:</p> <table><tr><td>Severity</td><td>Description</td></tr><tr><td></td><td>Response</td></tr></table> | Severity | Description |  | Response |  |  |  |
| Severity | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |             |  |          |  |  |  |
|          | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |             |  |          |  |  |  |

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|  | <p>Time Resolution Time<br/> Critical Full system<br/> outage/ major<br/> service disruption<br/> High Partial service<br/> degradation Medium Non-<br/> critical<br/> issue Low Minor<br/> issue / request .Provide<br/> continuous updates until<br/> resolution and ensure proper<br/> closure of tickets.</p> <p>3. Preventive Maintenance and<br/> System Health<br/> .Conduct preventive maintenance<br/> at least quarterly, including:<br/> -Hardware inspection (servers,<br/> switches, UPS, cooling)<br/> -Firmware and software updates<br/> -System performance checks<br/> .Maintain system health through:<br/> -Continuous monitoring<br/> -Resource utilization checks<br/> (CPU, memory, storage)<br/> -Environmental monitoring<br/> (temperature, power, humidity)</p> <p>4. Training and Knowledge<br/> Transfer<br/> .Provide administrator-level and<br/> hands-on training for IT<br/> personnel.<br/> .Include training on:<br/> -HCI platform management<br/> -Network configuration and<br/> monitoring<br/> -Infrastructure monitoring system<br/> -Incident response procedures<br/> .Deliver:<br/> -Training materials<br/> -Manuals and documentation<br/> -Operational guides<br/> .Conduct refresher sessions<br/> when major updates or upgrades<br/> occur.</p> <p>5. Testing and Acceptance<br/> Before final acceptance, the<br/> supplier shall conduct:<br/> .Infrastructure functionality<br/> testing<br/> .Network connectivity and<br/> performance testing<br/> .HCI cluster validation and<br/> failover testing<br/> .Monitoring system verification<br/> .Security validation and</p> |  |  |  |
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|  | <p>hardening checks</p> <p>.User Acceptance Testing (UAT)<br/>Final acceptance shall be issued only upon successful completion of all required tests</p> <p>6. Ownership, Licensing, and Turnover</p> <p>.All licenses (perpetual or subscription) shall be registered under the University.</p> <p>.All configurations, documentation, and system outputs shall be owned by the University.</p> <p>.Upon completion or termination, the supplier shall turn over:</p> <ul style="list-style-type: none"> <li>-Administrator credentials</li> <li>-Configuration backups</li> <li>-Documentation</li> <li>-System access details</li> </ul> <p>.No system component shall cease functioning due to failure of the supplier to manage licensing obligations within contract scope.</p> <p>7. Vendor Qualifications and Support Capability</p> <p>.Minimum three (3) years of experience in:</p> <ul style="list-style-type: none"> <li>-Data center infrastructure</li> <li>-Virtualized environments (HCI)</li> <li>-Enterprise networking</li> </ul> <p>.Proven capability to support:</p> <ul style="list-style-type: none"> <li>-Multi-year maintenance</li> <li>-Enterprise-level deployments</li> </ul> <p>.Availability of qualified technical personnel and escalation support.</p> <p>8. Scope of Monitoring and Operations</p> <p>The infrastructure shall support monitoring of:</p> <ul style="list-style-type: none"> <li>.Virtualized servers (CPU, memory, storage, VM status)</li> <li>.Network devices (Leaf and Spine switches, traffic, utilization)</li> <li>.Power systems (UPS, PDU, electrical parameters)</li> <li>.Cooling systems and environmental sensors</li> <li>.Infrastructure monitoring and analytics platform</li> </ul> <p>9. Infrastructure Operations Functions</p> <p>9.1 Monitoring and Alerting</p> <p>.Configure centralized monitoring</p> |  |  |  |
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|     | dashboards<br>.Set thresholds for:<br>-Performance<br>-Capacity<br>-Security events<br>.Alerts shall be delivered via:<br>-Dashboard<br>-Email<br>-SMS (if applicable)<br>9.2 Incident Handling<br>.Immediate logging and classification of incidents<br>.Root cause analysis for major incidents<br>.Documentation of corrective actions<br>9.3 Capacity and Performance Management<br>.Monitor resource utilization trends<br>.Provide recommendations for scaling<br>.Generate periodic capacity reports<br>10. Warranty Requirements<br>.All equipment supplied under this project shall be brand new, unused, and of current production models.<br>.All equipment shall be covered by manufacturer warranty.<br>.Warranty period shall be not less than three (3) years for ICT equipment, unless otherwise specified.<br>.The supplier shall repair or replace defective equipment without additional cost to the university during the warranty period. |             |  |                          |
| 2.) | <b>CAMPUS INFORMATION SYSTEM</b><br>1.) UNIVERSITY STUDENT INFORMATION SYSTEM (ENROLLMENT SYSTEM)<br>End-User: MISTO, VPAA, OSA, Guidance, Health, Scholarship Offices<br>1.0 GENERAL REQUIREMENTS:<br>The University Student Information System (USIS) shall provide a centralized, enterprise-grade platform for managing the full lifecycle of student academic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | One (1) lot |  | Sixty (60) Calendar Days |

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|  | <p>information and enrollment operations across the University. The system shall support the following core institutional processes:</p> <ul style="list-style-type: none"> <li>.admissions and applicant management</li> <li>.student registration and enrollment</li> <li>.curriculum and academic program management</li> <li>.class scheduling and section management</li> <li>.student academic records and grades management</li> <li>.billing, tuition assessment, and payment processing</li> <li>.clearance and graduation eligibility processing</li> <li>.academic reporting and institutional analytics</li> </ul> <p>The system shall support multi-campus operations and integrate with other University enterprise systems.</p> <p>The system shall comply with the following national regulations and standards:</p> <ul style="list-style-type: none"> <li>.Republic Act 10173 - Data Privacy Act of 2012</li> <li>.Commission on Higher Education (CHED) policies and reporting requirements</li> <li>.ISO 9001:2015 Quality Management System requirements</li> <li>.COA audit and financial reporting standards</li> </ul> <p>The system shall be designed to support large-scale enrollment operations, with the capacity to support at least 5,000 concurrent users during peak enrollment periods and maintain stable performance during high transaction volumes.</p> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The supplier shall design and implement a secure, scalable, modular, and enterprise-grade Student Information System.</p> |  |  |  |
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|  | <p>The system shall:</p> <ul style="list-style-type: none"> <li>.be web-based and accessible using modern browsers</li> <li>.support centralized academic and student information management</li> <li>.support multi-campus and multi-department operations</li> <li>.implement modular system architecture to support future Smart Campus expansion</li> <li>.support RESTful API integration with University enterprise systems</li> <li>.support configurable workflow automation for academic and administrative processes</li> <li>.return standard system queries within three (3) seconds under normal operating conditions</li> </ul> <p>All communications between users and the system shall be encrypted using secure communication protocols.</p> <p>1.2 Perpetual License Fee</p> <p>The system shall include a perpetual enterprise software license granting the University unlimited lifetime usage rights. The license shall include:</p> <ul style="list-style-type: none"> <li>.unlimited internal users</li> <li>.full administrative access and configuration rights</li> <li>.no recurring subscription fees except support and maintenance services</li> </ul> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.install and deploy the system on University-approved infrastructure</li> <li>.support on-premise or hybrid cloud deployment</li> <li>.configure system components including: <ul style="list-style-type: none"> <li>-user accounts and roles</li> <li>-enrollment workflows</li> <li>-academic structure and curriculum</li> <li>-financial configurations</li> <li>-system security policies</li> </ul> </li> </ul> <p>The supplier shall perform full system configuration verification prior to system acceptance.</p> <p>1.4 User Workflow Integration</p> |  |  |  |
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|  | <p>The system shall support University operational workflows including:</p> <ul style="list-style-type: none"> <li>.admissions and applicant evaluation</li> <li>.student enrollment processing</li> <li>.curriculum and academic program management</li> <li>.student records management</li> <li>.billing and payment transactions</li> <li>.clearance processing and graduation evaluation</li> </ul> <p>The system shall support configurable workflow approvals for:</p> <ul style="list-style-type: none"> <li>.enrollment validation</li> <li>.subject adjustments</li> <li>.clearance approvals</li> <li>.financial transactions</li> </ul> <p>1.5 Training and Knowledge Transfer</p> <p>The supplier shall conduct at least five (5) structured training sessions for:</p> <ul style="list-style-type: none"> <li>.Registrar Office personnel</li> <li>.Accounting and Cashier staff</li> <li>.College and department representatives</li> <li>.Faculty members</li> <li>.System administrators and IT staff</li> </ul> <p>Training materials shall include:</p> <ul style="list-style-type: none"> <li>.user manuals</li> <li>.system administration manuals</li> <li>.video tutorials and training documentation</li> </ul> <p>1.6 Post-Implementation Documentation</p> <p>The supplier shall provide complete documentation including:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema documentation</li> <li>.system configuration documentation</li> <li>.workflow diagrams</li> <li>.user manuals</li> <li>.system administration guides</li> <li>.cybersecurity and data protection procedures</li> </ul> <p>1.7 Testing and Commissioning</p> <p>The supplier shall perform:</p> <ul style="list-style-type: none"> <li>.system testing</li> <li>.integration testing</li> </ul> |  |  |  |
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| <p>.performance testing</p> <p>.User Acceptance Testing (UAT)</p> <p>The system shall be considered accepted only after successful completion of UAT and formal acceptance by the University.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.conduct data assessment and migration planning</li> <li>.migrate existing student and enrollment records from legacy systems</li> <li>.validate data integrity and completeness prior to system deployment</li> </ul> <p>Migration shall include:</p> <ul style="list-style-type: none"> <li>.student profiles</li> <li>.academic history and grades</li> <li>.enrollment records</li> <li>.financial records related to tuition and fees</li> </ul> <p>Migration shall include validation reports confirming data integrity and completeness</p> <p>1.9 Project Management</p> <p>The supplier shall provide project management services covering planning, implementation, deployment, and project completion.</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.assign a dedicated Project Manager and implementation team</li> <li>.coordinate project activities with University stakeholders</li> <li>.ensure adherence to the project timeline and deliverables</li> </ul> <p>The supplier shall submit:</p> <ul style="list-style-type: none"> <li>.project implementation plan</li> <li>.project schedule (Gantt chart)</li> <li>.weekly project progress reports</li> </ul> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>The supplier shall provide three (3) years warranty, technical support, and system updates.</p> <p>.Support services shall include:</p> <ul style="list-style-type: none"> <li>.bug fixes</li> <li>.security patches</li> <li>.system performance optimization</li> <li>.helpdesk with Service Level Agreement (SLA)</li> </ul> |  |  |  |
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|  | <p>SLA requirements:</p> <ul style="list-style-type: none"> <li>.response time: within 4 hours</li> <li>.resolution time: 24-48 hours depending on issue severity</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All deliverables under this project shall be owned exclusively by the University.</p> <p>This shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>.Source code</li> <li>.Database and data structures</li> <li>.System configurations and settings</li> <li>.Custom modules, enhancements, and integrations</li> <li>.application programming interfaces (APIs)</li> <li>.system and technical documentation</li> </ul> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.provide full source code turnover prior to final system acceptance</li> <li>.ensure that all deliverables are free from third-party ownership restrictions, licensing limitations, or proprietary constraints that would prevent the University from using, modifying, or enhancing the system</li> <li>.grant the University full rights to use, modify, maintain, and further develop the system without requiring additional permissions or fees</li> </ul> <p>All intellectual property rights arising from the project shall be transferred to the University upon final acceptance and full payment. No additional licensing fees shall be required for the continued use, modification, or expansion of the system.</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <ul style="list-style-type: none"> <li>.The System shall support centralized API-based integration through a University Enterprise</li> </ul> |  |  |  |
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|  | <p>Integration Layer (API Gateway / ESB).</p> <p>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</p> <p>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</p> <p>.The System shall integrate with the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary,</li> </ul> |  |  |  |
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|  | <p>medical, etc.</p> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> </li> <li>.support configurable alerts for: <ul style="list-style-type: none"> <li>-approvals</li> <li>-deficiencies</li> <li>-transactions</li> <li>-system events</li> </ul> </li> <li>.allow role-based notification preferences</li> <li>.maintain notification logs for audit purpose</li> </ul> <p>1.15 Master Data Governance (Student Information)</p> <p>The System shall serve as the single source of truth for all student-related data across the University.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.maintain the official student profile, academic records, enrollment status, and academic history</li> <li>.assign and manage unique Student Identification Numbers</li> <li>.prevent duplication of student records across all systems</li> <li>.synchronize student data updates in real time to all connected systems</li> <li>.enforce data validation, standardization, and integrity rules</li> </ul> <p>All other University systems shall consume student data from this System via API and shall not maintain conflicting or duplicate records</p> <p>2. FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Enterprise Student Management Dashboard</p> <p>The system shall provide a real-time, role-based dashboard that processes and displays academic, financial, operational, and student services data across all University units.</p> |  |  |  |
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|  | <p>2.1.1 MISTO (IT / System Administration Dashboard)</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.process system logs, audit trails, and user activity records</li> <li>.monitor system performance including response time, uptime, and concurrent users</li> <li>.track system integrations including RFID, SMS, Queue Management System, and payment gateways</li> <li>.detect system errors, failed transactions, and security incidents</li> </ul> <p>The system shall display:</p> <ul style="list-style-type: none"> <li>.active users and concurrent sessions</li> <li>.system uptime and performance indicators</li> <li>.system errors and failed transactions</li> <li>.integration status of connected systems</li> <li>.security alerts and unusual system activities</li> </ul> <p>2.1.2 Office Of Academic Affairs Dashboard</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.process enrollment records, curriculum data, schedules, and faculty assignments</li> <li>.analyze academic performance including grades, completion rates, and failures</li> <li>.evaluate class utilization and subject demand</li> </ul> <p>The system shall display:</p> <ul style="list-style-type: none"> <li>.enrollment distribution by program, year level, and section</li> <li>.class utilization rates and available slots</li> <li>.subject demand and scheduling conflicts</li> <li>.academic performance indicators (passing rate, failure rate, completion rate)</li> <li>.faculty workload and teaching assignments</li> </ul> <p>2.1.3 Office Of Student Affairs (Osa) Dashboard</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.process disciplinary cases, complaints, and incident records</li> </ul> |  |  |  |
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|  | <p>.track student organization accreditation and compliance</p> <p>.monitor student participation in activities and programs</p> <p>.process RFID logs and student ID issuance records</p> <p>The system shall display:</p> <p>.number of active, pending, and resolved disciplinary cases</p> <p>.classification of offenses and incident trends</p> <p>.list and status of accredited student organizations</p> <p>.student participation and engagement metrics</p> <p>.RFID activity logs and ID issuance status</p> <p>2.1.4 Guidance Office Dashboard</p> <p>The system shall:</p> <p>.process counseling sessions, psychological testing results, and case records</p> <p>.track referrals, follow-ups, and shifting exam records</p> <p>.identify students requiring intervention</p> <p>The system shall display:</p> <p>.number of counseling sessions conducted</p> <p>.active and resolved counseling cases</p> <p>.students identified as at-risk</p> <p>.pending follow-ups and referrals</p> <p>.psychological testing statistics</p> <p>2.1.5 Scholarship and Financial Assistance Dashboard</p> <p>The system shall:</p> <p>.process scholarship applications, eligibility validation, and financial assistance records</p> <p>.track sponsor billing, receivables, and fund utilization</p> <p>.monitor student assistant deployment and assignments</p> <p>The system shall display:</p> <p>.total number of scholars by category</p> <p>.scholarship fund utilization and allocation</p> <p>.receivables from sponsors</p> <p>.student assistant deployment status</p> <p>.scholarship eligibility and compliance status</p> |  |  |  |
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|  | <p>2.1.6 Health Services Dashboard</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.process medical records, consultations, diagnoses, and treatments</li> <li>.track health program participation and medical compliance</li> <li>.monitor medical clearance and referrals</li> </ul> <p>The system shall display:</p> <ul style="list-style-type: none"> <li>.number of consultations conducted</li> <li>.common illnesses and health trends</li> <li>.students with medical alerts or chronic conditions</li> <li>.medical clearance status</li> <li>.emergency cases and hospital referrals</li> </ul> <p>2.1.7 Cross-Unit And Executive Dashboard</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.process unified student profiles combining academic, financial, medical, and behavioral data</li> <li>.integrate clearance data across academic, financial, guidance, health, and OSA units</li> <li>.process queue, appointment, and service transaction data</li> <li>.process financial transactions including collections, balances, and receivables</li> </ul> <p>The system shall display:</p> <ul style="list-style-type: none"> <li>.student lifecycle status from admission to graduation</li> <li>.unified clearance status across all offices</li> <li>.real-time queue status and service turnaround time</li> <li>.financial overview including collections and outstanding balances</li> <li>.alerts for pending actions including: <ul style="list-style-type: none"> <li>-unpaid balances</li> <li>-pending counseling</li> <li>-medical requirements</li> <li>-disciplinary cases</li> </ul> </li> <li>.referral tracking across offices including pending and completed actions</li> </ul> <p>2.1.8 Dashboard Functional</p> |  |  |  |
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|  | <p>Capabilities</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.provide role-based dashboard views per office</li> <li>.support drill-down from summary data to detailed records</li> <li>.allow filtering by program, department, year level, and date range</li> <li>.support real-time data updates and synchronization</li> <li>.allow export of dashboard reports in PDF, Excel, and CSV formats</li> </ul> <p>2.2 User Profile Management</p> <p>The system shall support profile management for:</p> <ul style="list-style-type: none"> <li>.students</li> <li>.faculty members</li> <li>.administrative staff</li> </ul> <p>The system shall allow users to:</p> <ul style="list-style-type: none"> <li>.update personal information</li> <li>.manage account credentials</li> <li>.enable multi-factor authentication (MFA)</li> </ul> <p>The system shall maintain audit logs of user activities</p> <p>2.3 Bulletin &amp; Communication Management</p> <p>The system shall provide communication tools allowing administrators to:</p> <ul style="list-style-type: none"> <li>.publish announcements</li> <li>.distribute institutional notices</li> <li>.create surveys and polls</li> <li>.send alerts and notifications to students and faculty</li> </ul> <p>Notifications may be delivered through:</p> <ul style="list-style-type: none"> <li>.system portal</li> <li>.email</li> <li>.SMS integration</li> </ul> <p>2.4 Academic Structure and Organizational Management</p> <p>The system shall support configuration of the University academic structure including:</p> <ul style="list-style-type: none"> <li>.school profile and branding</li> <li>.academic year and term schedules</li> <li>.colleges and departments</li> <li>.organizational roles and signatories</li> <li>.grade display formats and grading schemas</li> </ul> <p>2.5 Admission Management</p> |  |  |  |
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|  | <p>Module</p> <p>The system shall digitize the entire admission process including:</p> <ul style="list-style-type: none"> <li>.online application forms</li> <li>.requirements submission</li> <li>.admission evaluation and acceptance</li> <li>.Creation of student accounts with automatic permanent or temporary IDs.</li> <li>.Facility to merge a duplicate student account (including all its transactions) into the original account so that the duplicate account can then be deleted.</li> <li>.Identification for New, Freshman, Returnee, Shiftee, Graduating, Transferee, Cross Enrollee, Foreigner, etc.</li> <li>.scheduling of examinations and interviews</li> <li>.applicant status tracking portal</li> </ul> <p>Applicants shall be able to monitor application status through a self-service portal.</p> <p>2.6 Curriculum and Academic Program Management</p> <p>The system shall allow management of:</p> <ul style="list-style-type: none"> <li>.degree programs and academic tracks</li> <li>.course prerequisites and co-requisites</li> <li>.Automatically evaluate students based on their respective curriculum</li> <li>.Automatic crediting of internal and equivalent subjects</li> <li>.System assisted crediting of external subjects (from other schools)</li> <li>.curriculum versioning for CHED and accreditation compliance</li> <li>.curriculum duplication for efficient setup</li> </ul> <p>2.7 Section &amp; Schedule Management</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.creation and modification of class sections</li> <li>.Use class codes (separated by space entered in one line only) for irregular students</li> </ul> |  |  |  |
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|  | <p>.assignment of schedules, rooms, and instructors</p> <p>.automatic detection of schedule conflicts</p> <p>.Encoding of enrolled subjects by block section for regular students</p> <p>.Adding and dropping of subjects with automatic reassessment</p> <p>.Transfer students from one class to another or subjects of student to another section</p> <p>.replication of schedules across academic terms</p> <p>.Automatically finds available schedules for the problematic subjects of student</p> <p>.generation of schedule utilization reports</p> <p><b>2.8 Student Records &amp; Requirements Management</b></p> <p>The system shall maintain a centralized repository of student academic records including:</p> <p>.academic history</p> <p>.Entry of grades by teacher or registrar through network</p> <p>.course completions</p> <p>.documentary requirements.</p> <p>The system shall generate academic reports including:</p> <p>.grade reports</p> <p>.student academic standing</p> <p>.transcript data</p> <p>.Viewing and printing of Student Profile</p> <p>The system shall:</p> <p>.support bulk import of student records</p> <p>.Saves student performance, absences, and violations</p> <p>.Controlled editing of grades through authorization and privilege</p> <p>.manage academic records and grade histories</p> <p>.track documentary requirements</p> <p>.manage scholarship and voucher tagging</p> <p>.generate requirement compliance reports</p> <p><b>2.9 Enrollment Adjustment Management</b></p> <p>The system shall support enrollment modification processes including:</p> |  |  |  |
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| <p>.adding subjects</p> <p>.dropping subjects</p> <p>.section transfers</p> <p>The system shall enforce configurable deadlines and approval workflows.</p> <p>2.10 Clearance Management</p> <p>The system shall:</p> <p>.manage student clearance processes across multiple offices</p> <p>.support configurable multi-step clearance workflows</p> <p>.notify students of deficiencies and pending approvals</p> <p>.generate clearance reports and dashboards.</p> <p>2.11 Accounts &amp; Role-Based Access Control</p> <p>The system shall implement Role-Based Access Control (RBAC) and identity management.</p> <p>The system shall:</p> <p>.define user roles and permissions</p> <p>.secure sensitive student data</p> <p>.allow temporary or permanent account suspension</p> <p>.maintain detailed system audit logs</p> <p>2.12 Fee, Payment , Assessment and Arrears Management</p> <p>The system shall support comprehensive management of tuition fees, assessments, payments, scholarships, and receivables</p> <p>2.12.1 Fee and Assessment Configuration</p> <p>The system shall:</p> <p>.create and manage tuition fee templates</p> <p>.maintain a user-defined Chart of Accounts including:</p> <ul style="list-style-type: none"> <li>-account code</li> <li>-description</li> <li>-account type</li> <li>-parent account</li> <li>-subsidiary and ordering</li> </ul> <p>.define fees with attributes including:</p> <ul style="list-style-type: none"> <li>-code and description</li> <li>-fee type (tuition, miscellaneous, laboratory, other fees)</li> <li>-collection or income account</li> <li>-fund classification</li> <li>-priority level</li> </ul> |  |  |  |
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|  | <p>.manage funds, banks, and bank accounts</p> <p>.configure assessment criteria based on:</p> <ul style="list-style-type: none"> <li>-level, department, course, and year</li> <li>-student classification (new, old, freshman, transferee, returnee, shiftee, graduating, foreigner, etc.)</li> </ul> <p>.support special assessment cases including:</p> <ul style="list-style-type: none"> <li>-no tuition</li> <li>-single subject enrollment</li> <li>-late enrollment</li> <li>-adding and dropping of subjects</li> </ul> <p>.configure assessment computation based on:</p> <ul style="list-style-type: none"> <li>-per unit</li> <li>-per subject</li> <li>-per hour</li> <li>-fixed amount</li> <li>-packaged fees</li> </ul> <p>.allow authorized overriding of individual assessments</p> <p>.automatically include laboratory and other charges for applicable subjects</p> <p>2.12.2 Payment Terms and Assessment Processing</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.define down payment requirements by level, department, course, or year</li> <li>.support installment payment plans</li> <li>.distribute previous balances across scheduled payments</li> <li>.configure collection periods aligned with academic terms (e.g., preliminary, midterm, final)</li> <li>.automatically generate assessment upon enrollment</li> <li>.automatically reassess student accounts when fees are updated or corrected</li> <li>.track outstanding balances and arrears</li> <li>.generate automated payment reminders</li> </ul> <p>2.12.3 Scholarship, Discounts, and Government Grants Integration</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.manage user-defined</li> </ul> |  |  |  |
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|  | <p>scholarships and discount classifications</p> <p>.support both internal and external scholarship programs (e.g., UniFAST or equivalent)</p> <p>.allow automatic validation of qualified grantees</p> <p>.define scholarship parameters including:</p> <ul style="list-style-type: none"> <li>-maximum units</li> <li>-tuition and fee coverage</li> <li>-fixed or percentage-based discounts</li> </ul> <p>.encode scholarship grantees with automatic computation of benefits</p> <p>.support multiple scholarships or discounts per student</p> <p>.distribute sponsor payments to applicable student accounts</p> <p>.automatically update sponsor receivables and ledger accounts</p> <p>.generate reports including:</p> <ul style="list-style-type: none"> <li>-list of grantees</li> <li>-summary of scholarships and discounts</li> <li>-detailed distribution of discounts across fee types</li> <li>-summary of collected fees</li> </ul> <p>2.12.4 Financial Monitoring and Reporting</p> <p>The system shall generate financial reports including:</p> <ul style="list-style-type: none"> <li>.student account balance reports</li> <li>.accounts receivable reports</li> <li>.delinquency and aging reports</li> <li>.reports on uncharged or missed laboratory and professional fees</li> </ul> <p>2.13 Cashier and Payment Processing</p> <p>The system shall support comprehensive cashiering and payment processing functions for student financial transactions.</p> <p>2.13.1 Cashier Operations</p> <p>The system shall allow the cashier to:</p> <ul style="list-style-type: none"> <li>.configure collection periods (e.g., preliminary, midterm, final examinations) with defined dates</li> <li>.automatically reassess student accounts when fees are updated or corrected</li> <li>.generate financial reports</li> </ul> |  |  |  |
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|  | <p>including:</p> <ul style="list-style-type: none"> <li>-detailed assessment reports (fees in columns)</li> <li>-enrollment and assessment summaries</li> <li>-assessment by fee type</li> <li>-summary by department</li> <li>-assessment and collection reports</li> <li>.support integration with smartcard/RFID readers for student identification</li> <li>.automatically compute required payments for down payment and examination periods</li> <li>.automatically detect applicable payment periods based on the student's latest transaction</li> <li>.automatically distribute payments across assessed and adjusted fees</li> <li>.process payments through: <ul style="list-style-type: none"> <li>-cash</li> <li>-bank transactions</li> <li>-online payment gateways</li> </ul> </li> <li>.record and monitor promissory notes</li> <li>.issue official receipts</li> <li>.process refunds and payment adjustments</li> <li>.generate statements of account and cashier transaction reports</li> </ul> <p>2.13.2 Online Payment Processing</p> <p>The system shall support online payment processing with the following capabilities:</p> <ul style="list-style-type: none"> <li>.provide predefined payment types (e.g., tuition, miscellaneous fees, penalties) for faster transaction processing</li> <li>.display clear and categorized payment options for ease of use</li> <li>.allow uploading of payment proof (e.g., GCash, bank transfer) for verification and reconciliation</li> <li>.provide an administrator approval interface for validation of uploaded payments</li> <li>.integrate with smartcard/RFID systems for student identification</li> <li>.support payment categories such as:</li> </ul> |  |  |  |
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|  | <p>-tuition fees</p> <p>-miscellaneous and other school fees</p> <p>-library fines and other penalties</p> <p>.integrate with secure online payment gateways (e.g., DragonPay or BSP-accredited equivalent)</p> <p>.automatically update student portal with payment status and outstanding balances</p> <p>2.14 Student Portal</p> <p>The system shall:</p> <p>.Task Calendar: A calendar view showing deadlines and scheduled activities</p> <p>.Time Tracking: Displays the real-time countdown to assigned activity deadlines thereby enabling students to efficiently manage their time and assignments.</p> <p>.Real-Time Grading: Grade assignments as they are submitted, providing instant feedback</p> <p>.Integrated to the Faculty Evaluation Portal: automatically displays the evaluation questionnaire per faculty (no printing of evaluation questionnaires)</p> <p>2.15 Faculty Portal</p> <p>The system shall:</p> <p>.Integrated to the Class Scheduling Wizard: automatically displays student information such name, ID # and course (no re-encoding).</p> <p>.Entry of grades by teacher through network</p> <p>.Supports input raw scores online or pen-and-paper activities. Date when the entry is made automatically recorded.</p> <p>.Supports input multiple grading codes</p> <p>.Supports override raw scores or final grade</p> <p>.Automatically assigns remarks to students: passed, failed, incomplete, etc.</p> <p>.Supports input of required signatories to the final grade report</p> |  |  |  |
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|  | <p>.Supports generation of final grade report in PDF or Excel showing the grade per student as well as the required signatories</p> <p>.Integrated to the Registrar's Module: automatically sends the final grades to the Registrar (no re-encoding of grades on the Registrar's Module)</p> <p>2.16 Faculty Assessment Portal</p> <p>The system shall:</p> <p>.Supports set up of evaluation questions and stores them in a questions data bank.</p> <p>.Supports user-defined codes per type of teacher evaluation</p> <p>.Supports scheduling of teacher evaluation</p> <p>.Supports generation of report evaluation report</p> <p>2.17 Administrator Portal</p> <p>The system shall:</p> <p>.Supports sending a mass SMS message to enrolled students and may be filtered according to year level, educational level, department, course, section, etc.</p> <p>.Supports sending a mass SMS message to parents, guardians or sponsors of enrolled students, and may be filtered according to year level, educational level, department, course, section, etc</p> <p>2.18 Student Support Services Integration Module</p> <p>The System shall provide a fully integrated Student Support Services Module that digitizes and automates processes of the following external student service units:</p> <p>.Guidance and Counseling Center</p> <p>.University Health Services Center</p> <p>.Scholarship Office</p> <p>.Office of Student Affairs (OSA)</p> <p>The module shall support workflow-based processing, inter-office coordination, and real-time student service tracking.</p> <p>2.18.1 Guidance &amp; Counseling Services Module</p> |  |  |  |
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|  | <p>The system shall:</p> <p>A. Psychological Testing Management</p> <ul style="list-style-type: none"> <li>.schedule psychological testing activities per college</li> <li>.manage test administration, scoring, and result encoding</li> <li>.generate psychological test reports</li> <li>.allow controlled release of results with consultation</li> </ul> <p>B. Counseling Services Workflow</p> <ul style="list-style-type: none"> <li>.allow students to request counseling (online or walk-in encoding)</li> <li>.support intake interview documentation</li> <li>.record counseling sessions and case notes</li> <li>.enable referral to specialists (psychologist, medical doctor, etc.)</li> <li>.track follow-up sessions and case resolution</li> </ul> <p>C. Shifting Exam Processing</p> <ul style="list-style-type: none"> <li>.online application for shifting exam</li> <li>.requirements tracking and validation</li> <li>.exam scheduling and payment tagging</li> <li>.result release with counseling integration</li> <li>.endorsement tracking to: <ul style="list-style-type: none"> <li>-originating college</li> <li>-receiving college</li> <li>-admission office</li> </ul> </li> </ul> <p>2.18.2 University Health Services Module</p> <p>The system shall:</p> <p>A. Student Medical Records Management</p> <ul style="list-style-type: none"> <li>.maintain electronic health records (EHR) of students</li> <li>.store consultation, diagnosis, and treatment history</li> <li>.track chronic conditions and medical alerts</li> </ul> <p>B. Consultation &amp; Clinical Services</p> <ul style="list-style-type: none"> <li>.manage outpatient consultation records</li> <li>.record prescriptions, treatments, and referrals</li> <li>.track emergency cases and</li> </ul> |  |  |  |
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| <p>hospital referrals</p> <p>C. Pre-Enrollment &amp; Compliance Health Checks</p> <p>.manage medical assessment for freshmen and transferees</p> <p>.enforce health clearance before enrollment</p> <p>D. Health Programs Monitoring</p> <p>.track participation in:</p> <p>-drug testing</p> <p>-HIV screening</p> <p>-dental and medical exams</p> <p>.generate health statistics and reports</p> <p>2.18.3 Scholarship &amp; Student Financial Assistance Module</p> <p>The system shall:</p> <p>A. Scholarship Application &amp; Validation</p> <p>.accept scholarship applications (internal/external)</p> <p>.validate eligibility based on:</p> <p>-grades</p> <p>-income classification</p> <p>-program criteria</p> <p>B. Grant Management</p> <p>.manage multiple scholarships per student</p> <p>.automate discount application to tuition</p> <p>.track sponsor billing and receivables</p> <p>C. Student Assistant (SA) / Work Program Integration</p> <p>.manage student assistant applications</p> <p>.track:</p> <p>-requirements submission</p> <p>-interviews and evaluation</p> <p>-deployment to offices</p> <p>.support approval workflow:</p> <p>-CJPC - Screening Committee - VPSAS - President</p> <p>D. Reports</p> <p>.list of scholars and grantees</p> <p>.utilization of funds</p> <p>.deployment and assignment reports</p> <p>2.18.4 Office Of Student Affairs (OSA) Module</p> <p>A. Student Discipline Management System</p> <p>The system shall:</p> <p>.allow filing of complaints (faculty/staff/student)</p> |  |  |  |
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| <p>.manage case lifecycle:<br/> -complaint intake<br/> -investigation<br/> -committee deliberation<br/> -decision approval<br/> support Student Disciplinary<br/> Tribunal (SDT) workflow<br/> .record sanctions and disciplinary<br/> history<br/> .generate case reports<br/> B. Student Organization<br/> Management<br/> .online application for new<br/> organizations and renewal<br/> .submission and validation of<br/> requirements<br/> .workflow routing:<br/> -OSA - VPSAS - Legal Office -<br/> President<br/> .issuance of Certificate of<br/> Accreditation<br/> C. Student ID Management<br/> (Integrated with RFID)<br/> .application for new ID<br/> .replace of lost/damaged ID<br/> .verification against OSA records<br/> .integration with:<br/> -RFID system<br/> -cashier (payment validation)<br/> -ID printing unit<br/> D. Student Activity &amp; Engagement<br/> Monitoring<br/> .track student participation in:<br/> -organizations<br/> -events<br/> -disciplinary programs<br/> .integrate with student profile and<br/> clearance system<br/> 2.18.5 Cross-Office Workflow<br/> Integration<br/> The system shall enable end-to-<br/> end inter-office coordination,<br/> including:<br/> A. Clearance Integration<br/> .automatically check student<br/> status from:<br/> -Guidance (pending counseling<br/> cases)<br/> -Health (medical clearance)<br/> -Scholarship (financial<br/> obligations)<br/> -OSA (disciplinary cases)<br/> B. Unified Student Profile<br/> .consolidate data from all units<br/> into one record:</p> |  |  |  |
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|  | <p>-academic<br/> -medical<br/> -behavioral<br/> -financial<br/> -co-curricular</p> <p>C. Referral System<br/> .allow one office to refer a student to another:<br/> -OSA - Guidance (behavioral case)<br/> -Guidance - Health (medical/mental case)<br/> -Health - Guidance (mental health referral)</p> <p>D. Notification Integration<br/> .automated alerts for:<br/> -counseling schedules<br/> -medical appointments<br/> -disciplinary notices<br/> -scholarship updates</p> <p>3.0 ENTERPRISE DATA BACKUP AND DISASTER RECOVERY REQUIREMENTS<br/> The system shall implement enterprise data protection including:<br/> .automated daily incremental backups<br/> .weekly full backups<br/> .off-site backup storage(Provide By WMSU Server)<br/> .disaster recovery procedures for system restoration<br/> .Source code Turn-over<br/> The system shall ensure data integrity verification and secure recovery processes.</p> <p>4.0 HARDWARE INFRASTRUCTURE AND STUDENT SERVICES EQUIPMENT</p> <p>4.1 Student Information System Workstations (20 Units)<br/> The supplier shall provide dedicated workstations to support all operational units of the Student Information Management System, including:<br/> .Office of the Registrar and Enrollment Units<br/> .Guidance and Counseling Center<br/> .University Health Services Center<br/> .Office of Student Affairs (OSA)</p> |  |  |  |
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|  | <p>.Scholarship and Student Financial Assistance Office<br/>         .System Administration and IT Units<br/>         These workstations shall be used for:<br/>         .student enrollment and registration processing<br/>         .academic records management and grading<br/>         .counseling, psychological testing, and case management<br/>         .medical records and health service monitoring<br/>         .student discipline, organization, and activity management<br/>         .scholarship processing and financial assistance tracking<br/>         .system administration, reporting, and analytics<br/>         Each workstation shall include:<br/>         Specifications:<br/>         .Processor: minimum 12 cores and 16 threads, at least 3.0 GHz base clock speed<br/>         .Graphics Processing Unit (GPU): integrated or dedicated GPU with at least 4GB VRAM<br/>         .Memory: at least 16GB DDR4/DDR5 RAM (expandable to 32GB or higher)<br/>         .Storage: at least 512GB NVMe SSD<br/>         .Display: at least 24" Full HD IPS monitor suitable for multi-window operations<br/>         .Power Protection: minimum 1000VA Line-Interactive UPS with AVR<br/>         .Connectivity: Gigabit LAN, Wi-Fi capable<br/>         .Accessories: keyboard and optical mouse .<br/>         of .Furniture:<br/>         -Ergonomic Office Chair<br/>         -Office Work Table<br/>         4.2 Queue Management and Slip Printing System (Complete Package)<br/>         The supplier shall provide an integrated Queue Management and Slip Printing System to support efficient delivery of student services across the University, including the Office of</p> |  |  |  |
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|  | <p>the Registrar, Office of Student Affairs (OSA), Health Services, and Guidance Offices. The system shall automate queuing, ticket generation, and service flow management to improve operational efficiency and reduce waiting time. The system shall include the following components:</p> <ul style="list-style-type: none"> <li>.Thermal receipt printers</li> <li>.Queue display monitors</li> <li>.Counter calling devices</li> <li>.Queue management software with dashboard</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.generate queue numbers for student transactions</li> <li>.print queue tickets, appointment slips, and confirmations</li> <li>.display real-time queue status on monitors</li> <li>.allow staff to call and manage queue numbers</li> <li>.provide analytics and reports on service time and volume</li> <li>.integrate with the Student Information Management System (SIMS)</li> </ul> <p>4.2.1 Thermal Receipt Printer (Slip / Ticket Printer) (10 units)</p> <p>The supplier shall provide thermal receipt printers for printing student transaction slips.</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Print Method: Direct Thermal Printing</li> <li>.Print Speed: at least 200 mm/sec</li> <li>.Resolution: at least 203 dpi</li> <li>.Paper Width: 80 mm</li> <li>.Auto Cutter: Automatic cutter</li> <li>.Interface: USB + LAN</li> <li>.Command Support: ESC/POS or equivalent</li> <li>.Print Head Life: at least 150 km</li> <li>.Cutter Life: at least 1.5 million cuts</li> </ul> <p>4.2.2 Queue Display System (5 units)</p> <p>The supplier shall provide display systems for real-time queue monitoring.</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Display: at least 43" LED screen</li> <li>.Resolution: Full HD or higher</li> </ul> |  |  |  |
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|  | <p>.Connectivity: HDMI/LAN</p> <p>.Wall-mount capable</p> <p>4.2.3 Counter Calling System (Staff Terminal) (5 units)</p> <p>The supplier shall provide counter calling devices for staff.</p> <p>Specifications:</p> <p>.Desktop or tablet-based interface</p> <p>.With calling software</p> <p>.Audio notification capability</p> <p>4.2.4 Queue Management Software</p> <p>The supplier shall provide software for queue control and analytics.</p> <p>Features:</p> <p>.queue ticket generation</p> <p>.real-time queue monitoring dashboard</p> <p>.counter assignment and control</p> <p>.reporting and analytics</p> <p>.integration with SIMS</p> <p>4.3 Network and Security Infrastructure</p> <p>The supplier shall provide:</p> <p>.enterprise-grade firewall with intrusion prevention system (IPS)</p> <p>.managed network switches</p> <p>.secure LAN/WAN connectivity</p> <p>.network monitoring and alerting tools</p> <p>5.0 SERVICE LEVEL AGREEMENT (SLA) AND SYSTEM PERFORMANCE REQUIREMENTS</p> <p>The supplier shall provide Service Level Agreement (SLA) commitments covering system performance, support services, and operational reliability.</p> <p>5.1 Support and Maintenance Coverage</p> <p>The supplier shall provide three (3) years of warranty and technical support starting from the official system acceptance date</p> <p>Support services shall include:</p> <p>.provision of system updates and enhancements</p> <p>.security patches and vulnerability mitigation</p> <p>.bug fixes and issue resolution</p> <p>.system performance monitoring and optimization</p> |  |  |  |
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| <p>.helpdesk or ticketing system for incident reporting and support requests</p> <p>5.2 Performance and Response Standards</p> <p>The system and the supplier shall comply with the following measurable performance standards:</p> <table><tr><td>Category</td><td>Requirement</td></tr><tr><td>Support Ticket</td><td>Initial response within 48 hours</td></tr><tr><td>Response Time</td><td>Issue Resolution</td></tr><tr><td></td><td>Resolution with 5 Days, depending on Time severity</td></tr><tr><td>Concurrent Users</td><td>System must support at least 5,000 concurrent users during peak enrollment periods</td></tr></table> <p>5.3 System Availability and Data Protection</p> <p>To ensure operational continuity and data integrity, the following requirements shall be implemented:</p> <ul style="list-style-type: none"><li>.automated daily incremental backups</li><li>.weekly full system backups</li><li>.off-site storage of backup data for disaster recovery</li><li>.system deployment on high-availability server infrastructure</li><li>.encrypted user communications</li><li>.support for Multi-Factor Authentication (MFA)</li></ul> <p>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES</p> <p>The University Student Information System shall only be considered fully delivered and accepted after the supplier successfully completes the following acceptance requirements:</p> <p>6.1 System Acceptance Testing</p> <p>The system must pass the following validation procedures:</p> <table><tr><td>.System</td><td>Testing</td></tr><tr><td>.Integration</td><td>Testing</td></tr><tr><td>.Performance</td><td>Testing</td></tr><tr><td>.Security</td><td>Configuration</td></tr></table> | Category                                                                           | Requirement | Support Ticket | Initial response within 48 hours | Response Time | Issue Resolution |  | Resolution with 5 Days, depending on Time severity | Concurrent Users | System must support at least 5,000 concurrent users during peak enrollment periods | .System | Testing | .Integration | Testing | .Performance | Testing | .Security | Configuration |  |  |  |
| Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Requirement                                                                        |             |                |                                  |               |                  |  |                                                    |                  |                                                                                    |         |         |              |         |              |         |           |               |  |  |  |
| Support Ticket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Initial response within 48 hours                                                   |             |                |                                  |               |                  |  |                                                    |                  |                                                                                    |         |         |              |         |              |         |           |               |  |  |  |
| Response Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Issue Resolution                                                                   |             |                |                                  |               |                  |  |                                                    |                  |                                                                                    |         |         |              |         |              |         |           |               |  |  |  |
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| Concurrent Users                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | System must support at least 5,000 concurrent users during peak enrollment periods |             |                |                                  |               |                  |  |                                                    |                  |                                                                                    |         |         |              |         |              |         |           |               |  |  |  |
| .System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Testing                                                                            |             |                |                                  |               |                  |  |                                                    |                  |                                                                                    |         |         |              |         |              |         |           |               |  |  |  |
| .Integration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Testing                                                                            |             |                |                                  |               |                  |  |                                                    |                  |                                                                                    |         |         |              |         |              |         |           |               |  |  |  |
| .Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Testing                                                                            |             |                |                                  |               |                  |  |                                                    |                  |                                                                                    |         |         |              |         |              |         |           |               |  |  |  |
| .Security                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Configuration                                                                      |             |                |                                  |               |                  |  |                                                    |                  |                                                                                    |         |         |              |         |              |         |           |               |  |  |  |

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|  | <p>Verification</p> <p>.User Acceptance Testing (UAT)<br/>User Acceptance Testing shall be conducted with representatives from the following offices:</p> <p>.Office of the University Registrar<br/>.Accounting and Cashier Offices<br/>.Academic Departments<br/>.Information Technology Office</p> <p>6.2 Data Migration Validation<br/>The supplier shall demonstrate successful migration of legacy data including:</p> <p>.student profiles<br/>.academic records and grade history<br/>.enrollment records<br/>.financial account records.<br/>Migration reports shall confirm data completeness, accuracy, and integrity.</p> <p>6.3 Performance Validation<br/>The system shall demonstrate operational capability under peak load conditions including:</p> <p>.support for at least 5,000 concurrent users<br/>.compliance with the 3-second system response requirement.</p> <p>6.4 Documentation and Knowledge Transfer<br/>Prior to final acceptance, the supplier shall deliver:</p> <p>.system architecture documentation<br/>.database schema documentation<br/>.system administration manuals<br/>.user manuals<br/>.cybersecurity and backup procedures.<br/>The supplier shall conduct all required training and knowledge transfer sessions for University personnel.</p> <p>2.) TRANSCRIPT OF RECORDS MANAGEMENT SYSTEM<br/>End-User: Registrar Office</p> <p>1.0 GENERAL REQUIREMENTS:<br/>The University Transcript of Records Management System (TORMS) shall provide a centralized, secure, and automated enterprise platform for the management, processing, verification, and</p> |  |  |  |
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|  | <p>issuance of official academic records including:</p> <ul style="list-style-type: none"> <li>.Transcript of Records (TOR)</li> <li>.Certifications</li> <li>.Academic credentials</li> <li>.Student academic history</li> <li>.Alumni records</li> </ul> <p>The system shall support the operational processes of the University Registrar's Office, including:</p> <ul style="list-style-type: none"> <li>.academic records consolidation</li> <li>.transcript generation and verification</li> <li>.document request processing</li> <li>.certification issuance</li> <li>.alumni records management</li> <li>.integration with institutional academic systems</li> </ul> <p>The TORMS shall be fully integrated with the University Smart Campus Information Systems, including:</p> <ul style="list-style-type: none"> <li>.Enrollment System</li> <li>.Student Information System</li> <li>.Finance / Accounting System</li> <li>.University Document Management System</li> <li>.University Portal</li> </ul> <p>The system shall comply with the following regulations and standards:</p> <ul style="list-style-type: none"> <li>.Philippine Data Privacy Act (RA 10173)</li> <li>.CHED academic records policies</li> <li>.ISO 9001:2015 Quality Management System</li> <li>.COA government records audit requirements.</li> </ul> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The supplier shall design and implement a secure, scalable, and enterprise-grade Transcript of Records Management System. The system shall:</p> <ul style="list-style-type: none"> <li>.provide web-based access through modern web browsers</li> <li>.support multi-campus and multi-college deployment</li> <li>.support modular architecture for future Smart Campus expansion</li> </ul> |  |  |  |
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|  | <p>.support Application Programming Interface (API) integration with other university information systems</p> <p>.ensure system scalability to support future institutional digital services</p> <p>.support real-time data synchronization with other University enterprise systems</p> <p>.support at least 500 concurrent users</p> <p>.return system queries and transcript retrieval results within three (3) seconds under normal operating conditions</p> <p>.support database optimization and indexing mechanisms for efficient retrieval of large academic records datasets</p> <p>.support load balancing capability when deployed in multi-server environments</p> <p>.maintain system availability of at least 99.5% uptime excluding scheduled maintenance</p> <p>1.2 Perpetual License Fee</p> <p>The system shall include a perpetual enterprise software license granting the University lifetime usage rights. The license shall include:</p> <p>.unlimited internal users</p> <p>.full administrative control</p> <p>.unlimited academic records storage within deployed infrastructure</p> <p>.no recurring subscription cost except for support and maintenance services.</p> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <p>.install and deploy the system on University-approved infrastructure</p> <p>.support deployment through on-premise servers or secure cloud infrastructure</p> <p>.configure the following:</p> <ul style="list-style-type: none"> <li>-user accounts and role-based access control (RBAC)</li> <li>-transcript templates and document formats</li> <li>-academic program structures</li> <li>-approval workflows</li> </ul> |  |  |  |
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| <p>-system security settings<br/>-authentication and identity management policies.<br/>The system shall support:<br/>.multi-level user roles, including Registrar administrators, Registrar staff, academic coordinators, system administrators, students, and alumni users<br/>.strong password policies and account lockout mechanisms for failed login attempts<br/>.optional Multi-Factor Authentication (MFA) for privileged system users.<br/>The supplier shall perform system configuration verification prior to system acceptance</p> <p>1.4 User Workflow Integration<br/>The system shall implement workflows aligned with Registrar operations, including:<br/>.transcript request processing<br/>.academic records verification<br/>.transcript approval and release<br/>.certification generation<br/>.alumni record access and validation.<br/>The system shall support:<br/>.configurable approval hierarchies<br/>.digital workflow routing<br/>.automated request tracking<br/>.integration with the University portal for online student services.<br/>.interoperability with the Enrollment System, Student Information System, Finance Management System, and Document Management System<br/>.real-time synchronization of student academic records and transcript data across University enterprise systems</p> <p>1.5 Training and Knowledge Transfer<br/>The supplier shall conduct structured training sessions for:<br/>.Registrar's Office personnel<br/>.Records management staff<br/>.Alumni relations staff<br/>.System administrators<br/>.IT system administrators<br/>Training materials shall include:<br/>.user manuals</p> |  |  |  |
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|  | <p>.system administration guides<br/> .video tutorials<br/> .operational procedures<br/> documentation.</p> <p>1.6 Post-Implementation Documentation<br/> The supplier shall provide complete documentation including:</p> <p>.system architecture documentation<br/> .database schema<br/> .workflow diagrams<br/> .system administration manuals<br/> .user manuals<br/> .disaster recovery procedures<br/> .data privacy compliance documentation.</p> <p>1.7 Testing and Commissioning<br/> The supplier shall conduct:</p> <p>.system testing<br/> .integration testing<br/> .performance testing<br/> .security testing<br/> .User Acceptance Testing (UAT)<br/> The system shall be accepted only after successful completion of UAT and formal approval by the University.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services<br/> The supplier shall:</p> <p>.conduct assessment of existing academic records<br/> .migrate legacy records from:<br/> .student databases<br/> .spreadsheet records<br/> .archived digital records<br/> .support digitization of historical academic records<br/> .perform data validation and reconciliation before system go-live</p> <p>1.9 Project Management<br/> The supplier shall provide Project Management Services covering planning, implementation, deployment, and completion of the TERMS.<br/> The supplier shall:</p> <p>.assign a dedicated Project Manager and technical implementation team<br/> .coordinate project activities with the University</p> |  |  |  |
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|  | <p>.submit the following documents:</p> <ul style="list-style-type: none"> <li>.project implementation plan</li> <li>.project schedule (Gantt chart)</li> <li>.weekly progress reports</li> <li>.risk management plan</li> </ul> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>The supplier shall provide:</p> <ul style="list-style-type: none"> <li>.three (3) years warranty</li> <li>.technical support services</li> <li>.system updates and upgrades</li> <li>.security patches</li> <li>.performance optimization</li> </ul> <p>Support services shall include:</p> <ul style="list-style-type: none"> <li>.helpdesk</li> <li>.defined Service Level Agreement (SLA):</li> <li>.response time: within 4 hours</li> <li>.issue resolution: within 24-48 hours</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>The University shall retain full ownership of all system data, including but not limited to student records, academic records, transcripts, certifications, alumni data, and all related information stored within the system. All system configurations, customizations, workflows, and databases developed or implemented under this project shall be the exclusive property of the University. For custom-developed components, the University shall have full rights to use, modify, and maintain the system for institutional purposes. The supplier shall not restrict access to system data, nor impose limitations that prevent the University from extracting, backing up, or migrating its data at any time</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture through a centralized Enterprise Integration Layer. The System shall:</p> <ul style="list-style-type: none"> <li>.support secure RESTful API-</li> </ul> |  |  |  |
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|  | <p>based integration with all University Information Systems</p> <p>.connect through a centralized API Gateway or Enterprise Service Bus (ESB)</p> <p>.support real-time data synchronization across systems</p> <p>.ensure interoperability with:</p> <ul style="list-style-type: none"> <li>-Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-University Portal</li> </ul> <p>.support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based)</p> <p>.maintain audit logs for all cross-system transactions</p> <p>.ensure consistency, validation, and integrity of shared data across systems</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University. The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary, medical, etc.)</li> </ul> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> </ul> </li> </ul> |  |  |  |
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|  | <p>-email<br/>-SMS<br/>.notify users on:<br/>-request status updates<br/>-deficiencies and clearance issues<br/>-payment verification<br/>-approval and release status<br/>.support configurable notification rules and role-based alerts<br/>.maintain notification logs for audit and monitoring purposes</p> <p>1.15 Master Data Governance<br/>The System shall recognize the Enrollment System as the single source of truth for student academic and profile data.<br/>The System shall:<br/>.retrieve student data from the Enrollment System via API<br/>.prevent duplication of student records<br/>.synchronize updates across all connected systems<br/>The System shall implement unique identifiers including Student ID and Transaction Reference Numbers for traceability</p> <p>2 FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Academic Records Integration Module<br/>The system shall integrate with the University academic systems and automatically synchronize:<br/>.student profile information<br/>.program and curriculum records<br/>.grades and academic history<br/>.enrollment records<br/>The system shall:<br/>.support secure API-based data exchange with University enterprise systems<br/>.perform automated data validation and synchronization<br/>.ensure data consistency across all integrated systems.<br/>.support future integration with Smart Campus digital credential verification services and institutional analytics platforms.<br/>The System shall retrieve all</p> |  |  |  |
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|  | <p>academic records, grades, curriculum data, and enrollment history from the Enrollment System via secure API. The System shall not allow manual encoding or modification of academic records outside authorized integration workflows. All academic data shall remain consistent with the Enrollment System at all times</p> <p><b>2.2 Transcript of Records Generation Module</b></p> <p>The system shall support automated generation of official transcripts.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.generate official Transcript of Records (TOR) in the approved University format</li> <li>.support secure digital signature validation of authorized Registrar officials</li> <li>.embed QR Code or secure verification code in each transcript for authenticity validation</li> <li>.support secure printing of transcripts with controlled access authorization</li> <li>.maintain transcript version control to prevent unauthorized modification</li> <li>.maintain complete transcript issuance history including print logs and digital issuance records</li> </ul> <p>The system shall support digital transcript verification through an online verification service that allows authorized parties such as employers, institutions, and government agencies to validate the authenticity of issued transcripts.</p> <p>The verification service shall:</p> <ul style="list-style-type: none"> <li>.allow validation using QR code or verification reference number</li> <li>.display limited transcript verification details without exposing confidential student information</li> <li>.record verification attempts for audit purposes</li> </ul> <p><b>2.3 Certification and Academic Document Issuance Module</b></p> <p>The system shall allow generation</p> |  |  |  |
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|  | <p>and issuance of academic certifications including:</p> <ul style="list-style-type: none"> <li>.certification of enrollment</li> <li>.certification of graduation</li> <li>.certification of academic standing</li> <li>.certification of units earned</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support configurable certification templates</li> <li>.maintain document issuance logs</li> <li>.allow digital verification of issued certifications</li> </ul> <p>2.4 Academic Computation and Academic Standing Module</p> <p>The system shall automatically compute:</p> <ul style="list-style-type: none"> <li>.General Weighted Average (GWA)</li> <li>.academic standing</li> <li>.eligibility for graduation</li> <li>.Latin honors classification.</li> </ul> <p>The system shall generate reports including:</p> <ul style="list-style-type: none"> <li>.GWA per student</li> <li>.honor graduates per program</li> <li>.academic performance reports.</li> </ul> <p>2.5 Transcript Request and Tracking Module</p> <p>The system shall support online transcript and certification requests, including local and foreign (international) certification requests, through the University portal.</p> <p>2.5.1 Request Initiation and Classification Module</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.allow students and alumni to submit transcript and certification requests through the University portal</li> <li>.support requests for: <ul style="list-style-type: none"> <li>-Transcript of Records (TOR)</li> <li>-academic certifications</li> <li>-foreign-use certifications (e.g., CAV, authentication, apostille-ready documents, and other international academic credentials)</li> </ul> </li> <li>.allow classification of requests as: <ul style="list-style-type: none"> <li>-local request</li> <li>-foreign/international request</li> </ul> </li> <li>.capture additional required information for foreign requests,</li> </ul> |  |  |  |
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|  | <p>including:</p> <ul style="list-style-type: none"> <li>-destination country</li> <li>-purpose of request (employment, study, migration, etc.)</li> <li>-requesting institution or agency</li> </ul> <p>2.5.2 Document Submission and Validation Requirements Module</p> <p>The system shall enforce document submission policies for Transcript of Records (TOR) requests after graduation, as follows:</p> <ul style="list-style-type: none"> <li>.for first-time TOR requests after graduation, the system shall: <ul style="list-style-type: none"> <li>-require submission and verification of primary physical documents at the Registrar's Office, such as: <ul style="list-style-type: none"> <li>clearance documents</li> <li>official request forms</li> <li>other University-required credentials--</li> </ul> </li> <li>-allow uploading of secondary supporting documents through the portal, including: <ul style="list-style-type: none"> <li>promissory notes</li> <li>authorization letters (for representatives)</li> </ul> </li> <li>valid identification documents</li> </ul> </li> <li>-tag the request as "First Request - With Physical Document Requirement"</li> <li>-require Registrar validation and confirmation before processing begins</li> <li>.for succeeding TOR requests, the system shall: <ul style="list-style-type: none"> <li>-no longer require submission of primary physical documents, provided prior validation has been completed</li> <li>-allow fully online request processing</li> <li>-retain previously submitted and validated records for reference</li> </ul> </li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.maintain document submission history for each student/alumni</li> <li>.support digital tagging of compliance status (e.g., cleared, pending, verified)</li> <li>.prevent processing of first requests without required validation of physical documents</li> <li>.allow Registrar staff to encode or</li> </ul> |  |  |  |
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|  | <p>confirm receipt of physical documents in the system</p> <p>2.5.3 Clearance Validation and Eligibility Control Module</p> <p>The System shall integrate with the University Central Clearance Management Service.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.retrieve clearance status in real time from the centralized clearance system</li> <li>.validate the following clearance components: <ul style="list-style-type: none"> <li>-financial obligations (Finance System)</li> <li>-library accountability (Library System)</li> <li>-property accountability (Inventory System)</li> <li>-academic and administrative requirements (Enrollment and Student Services Systems)</li> </ul> </li> <li>.assign clearance status as: <ul style="list-style-type: none"> <li>-Cleared</li> <li>-With Deficiency (with detailed breakdown)</li> <li>-Conditionally Cleared</li> </ul> </li> <li>.prevent processing of requests when clearance status is "With Deficiency" unless conditionally approved</li> <li>.log all clearance validation transactions for audit purposes</li> </ul> <p>The System shall not implement independent clearance computation logic, and shall rely exclusively on the centralized clearance service</p> <p>2.5.4 Workflow Control and Processing Logic Module</p> <p>The system shall implement a controlled, rule-based workflow, ensuring that:</p> <ul style="list-style-type: none"> <li>.requests shall only proceed when ALL of the following are satisfied: <ul style="list-style-type: none"> <li>-required documents submitted and validated</li> <li>-clearance status is verified or conditionally approved</li> <li>-payment is confirmed or properly authorized</li> </ul> </li> <li>.the system shall enforce a configurable, rule-based workflow that includes key stages such as</li> </ul> |  |  |  |
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|  | <p>request submission, validation, clearance verification, payment verification, processing approval, and release, while allowing the University to modify workflow steps as needed.</p> <p>.support separate workflows for foreign certification requests, including extended validation steps</p> <p>.log all workflow transitions for audit purposes</p> <p>2.5.5 General Request Processing Features Module</p> <p>The system shall:</p> <p>.allow uploading of supporting documents such as:</p> <ul style="list-style-type: none"> <li>-valid identification (e.g., passport)</li> <li>-authorization letters</li> <li>-promissory notes</li> <li>-agency or embassy requirements</li> </ul> <p>.track request status in real time</p> <p>.notify users of request progress</p> <p>.generate request transaction logs</p> <p>.support configurable workflows for different request types</p> <p>The system shall also:</p> <p>.provide automated email or portal notifications for request status updates</p> <p>.allow tracking of request status including pending, processing, approved, and released status</p> <p>.support extended processing timelines and prioritization options for foreign certification requests</p> <p>.generate unique tracking/reference numbers for all requests</p> <p>.maintain complete logs of all requests, including foreign certification and international credential requests</p> <p>.maintain service logs to monitor average processing time</p> <p>2.5.6 Reporting and Monitoring Module</p> <p>The system shall generate performance and compliance reports including:</p> <ul style="list-style-type: none"> <li>.number of requests processed per period</li> </ul> |  |  |  |
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|  | <p>.average processing time per request</p> <p>.backlog of pending transcript requests</p> <p>.foreign certification request statistics (volume, destination countries, processing timelines)</p> <p>.clearance deficiency reports</p> <p>.payment collection and verification reports</p> <p>2.6 Payment Verification and Financial Control Module</p> <p>The system shall enforce strict payment validation prior to document processing and release.</p> <p>The system shall:</p> <p>.integrate in real time with the University Finance / Accounting System</p> <p>.automatically compute applicable fees based on:</p> <ul style="list-style-type: none"> <li>-type of request (TOR, certification, foreign use)</li> <li>-urgency/priority processing</li> <li>-number of copies requested</li> </ul> <p>.support multiple payment channels, such as:</p> <ul style="list-style-type: none"> <li>-cashier payment validation</li> <li>-online payment gateways</li> <li>-bank payment confirmation</li> </ul> <p>.assign payment status:</p> <ul style="list-style-type: none"> <li>-Unpaid</li> <li>-Pending Verification</li> <li>-Paid/Verified</li> </ul> <p>.prevent:</p> <ul style="list-style-type: none"> <li>-processing of requests without payment confirmation</li> <li>-release of documents without verified payment</li> </ul> <p>.support attachment and validation of:</p> <ul style="list-style-type: none"> <li>-proof of payment</li> <li>-official receipts</li> </ul> <p>.allow conditional processing for:</p> <ul style="list-style-type: none"> <li>-approved promissory notes, subject to Registrar and Finance approval</li> </ul> <p>.maintain complete payment transaction logs linked to each request</p> <p>2.7 Alumni Records Management Module</p> <p>The system shall maintain a</p> |  |  |  |
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|  | <p>centralized alumni database containing:</p> <ul style="list-style-type: none"> <li>.alumni personal profiles</li> <li>.academic records</li> <li>.graduation details</li> <li>.employment information.</li> </ul> <p>2.7.1 Alumni Data Management</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.alumni data updating through secure portal access</li> <li>.alumni profile management, including: <ul style="list-style-type: none"> <li>-contact information</li> <li>-employment details</li> <li>-professional credentials</li> </ul> </li> <li>.alumni search, filtering, and reporting</li> <li>.alumni engagement monitoring</li> </ul> <p>2.7.2 Employment Tracing and Alumni Tracer Functionality</p> <p>The system shall provide a comprehensive Alumni Tracer and Employment Tracking Module to support institutional reporting, accreditation, and graduate outcome analysis.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.allow alumni to update employment information through the portal, including: <ul style="list-style-type: none"> <li>-employment status (employed, unemployed, self-employed, etc.)</li> <li>-job title and position</li> <li>-employer/company name</li> <li>-industry sector</li> <li>-employment location (local or international)</li> <li>-date of employment</li> </ul> </li> <li>.support periodic alumni tracer surveys, including: <ul style="list-style-type: none"> <li>-customizable survey forms</li> <li>-batch survey distribution via email or portal notifications</li> <li>-automated reminders for non-respondents</li> </ul> </li> <li>.track key employability indicators such as: <ul style="list-style-type: none"> <li>-employment rate per program</li> <li>-time-to-employment after graduation</li> <li>-alignment of job with academic program</li> </ul> </li> <li>.allow uploading of supporting documents (optional), such as: <ul style="list-style-type: none"> <li>-employment certificates</li> </ul> </li> </ul> |  |  |  |
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|  | <p>-contracts or appointment documents</p> <p>2.7.3 Tracer Study and Analytics</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.generate Alumni Tracer Study Reports required for:</li> <li>-CHED reporting</li> <li>-accreditation (e.g., AACUP, PACUCOA)</li> <li>-institutional planning and curriculum improvement</li> <li>.provide analytics including:</li> <li>-employment distribution by program</li> <li>-top hiring industries</li> <li>-geographic employment distribution (local vs international)</li> <li>-salary range distribution (optional and configurable)</li> <li>.support longitudinal tracking of alumni employment progression over time</li> </ul> <p>2.7.4 Integration and Data Synchronization</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.link alumni tracer data with:</li> <li>-academic program records</li> <li>-graduation data</li> <li>-transcript and certification records</li> <li>.support integration with:</li> <li>-University Alumni Office systems</li> <li>-Career Services or Placement Office (if applicable)</li> <li>.ensure real-time or scheduled synchronization of alumni data</li> </ul> <p>2.7.5 Security and Privacy Compliance</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.ensure all alumni and employment data are handled in compliance with:</li> <li>-Data Privacy Act of 2012 (RA 10173)</li> <li>.allow alumni to control visibility of certain personal and employment information</li> <li>.implement consent-based data collection for tracer studies</li> </ul> <p>2.7.6 Reporting and Monitoring</p> <p>The system shall generate reports including:</p> <ul style="list-style-type: none"> <li>.alumni employment rate reports</li> <li>.tracer study response rates</li> <li>.employment statistics per</li> </ul> |  |  |  |
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| <p>college/program</p> <p>.international employment tracking reports</p> <p>.alumni engagement reports</p> <p>2.8 Audit Trail and System Activity Monitoring</p> <p>The system shall maintain complete, tamper-proof, and non-editable audit logs of all system activities including:</p> <p>.transcript generation</p> <p>.grade creation and modifications (including all changes to academic records)</p> <p>.document issuance</p> <p>.system access</p> <p>.transcript printing and downloads</p> <p>Audit logs shall capture:</p> <p>.user ID and full name</p> <p>.user role (e.g., Registrar staff, Academic Coordinator, System Administrator)</p> <p>.date and time (with system timestamp)</p> <p>.action performed</p> <p>.affected record (student, subject, document, or transaction reference)</p> <p>For grade-related transactions, the system shall implement enhanced audit trail requirements, including:</p> <p>.recording of original grade value and modified grade value</p> <p>.mandatory entry of reason/justification for grade modification prior to submission</p> <p>.capture of complete subject/course details and student information</p> <p>.support for attachment of supporting documents (e.g., approved grade change forms)</p> <p>.maintenance of full version history of grades, allowing retrieval of all previous values</p> <p>.enforcement of role-based access control, restricting grade modification to authorized personnel only</p> <p>.implementation of multi-level approval workflows for grade changes, where applicable</p> <p>.automatic logging of approval</p> |  |  |  |
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|  | <p>actions and decision history</p> <p>.prevention of deletion or alteration of any grade-related audit records</p> <p>The system shall support:</p> <p>.real-time monitoring of suspicious activities, including unusual or repeated grade modifications</p> <p>.automated alerts or notifications for potential unauthorized or high-risk actions</p> <p>.generation of comprehensive audit reports, including:</p> <p>.system activity logs</p> <p>.grade modification history reports</p> <p>.user activity tracking reports</p> <p>.audit reporting for compliance with:</p> <p>.Commission on Higher Education (CHED) requirements</p> <p>.Commission on Audit (COA) audit standards</p> <p>.Data Privacy Act of 2012 (RA 10173)</p> <p>2.9 Management Reporting and Analytics Module</p> <p>The system shall generate management reports including:</p> <p>.number of transcripts issued per college and academic program</p> <p>.certification requests per period</p> <p>.transcript processing time statistics</p> <p>.alumni records statistics</p> <p>.academic performance summaries</p> <p>The system shall support generation of institutional academic reports required for:</p> <p>.University administration</p> <p>.Commission on Higher Education (CHED) reporting</p> <p>.institutional planning and analytics.</p> <p>Reports shall be exportable in PDF, docx, and spreadsheet formats.</p> <p>2.10 Archiving and Records Lifecycle Management Module</p> <p>The system shall provide a comprehensive Archiving and Records Lifecycle Management Module to ensure secure, long-term preservation, retrieval, and</p> |  |  |  |
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|  | <p>compliance management of academic records and documents.</p> <p>2.10.1 Archiving Capabilities</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support long-term digital archiving of: <ul style="list-style-type: none"> <li>-Transcript of Records (TOR)</li> <li>-certifications and academic documents</li> <li>-student academic history</li> <li>-alumni records</li> <li>-supporting documents (e.g., authorization letters, promissory notes, clearance records)</li> </ul> </li> <li>.implement automated archiving policies, including: <ul style="list-style-type: none"> <li>-archiving of inactive or completed records after a defined period</li> <li>-configurable retention schedules based on University policies</li> </ul> </li> <li>.maintain immutable archived records, preventing unauthorized modification or deletion</li> </ul> <p>2.10.2 Records Classification and Indexing</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.classify archived records based on: <ul style="list-style-type: none"> <li>-student/alumni profile</li> <li>-academic program and year</li> <li>-document type</li> <li>-request type (local or foreign)</li> </ul> </li> <li>.provide advanced indexing and metadata tagging, including: <ul style="list-style-type: none"> <li>-document reference number</li> <li>-date of issuance</li> <li>-document status</li> </ul> </li> <li>.support fast and efficient search and retrieval of archived records</li> </ul> <p>2.10.3 Retention and Compliance Management</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support configurable records retention policies, including: <ul style="list-style-type: none"> <li>-minimum retention period (e.g., 10 years or as required by CHED/COA)</li> </ul> </li> <li>-permanent archiving for critical academic records</li> <li>.enforce automated retention rules, including: <ul style="list-style-type: none"> <li>-archival</li> <li>-restricted access</li> </ul> </li> </ul> |  |  |  |
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|  | <p>-disposal eligibility (subject to approval)</p> <p>.generate records retention and disposal reports for compliance</p> <p>2.10.4 Secure Storage and Data Protection</p> <p>The system shall:</p> <p>.store archived records in a secure, encrypted repository</p> <p>.implement:</p> <p>-data encryption at rest and in transit</p> <p>-access control and role-based permissions</p> <p>.support redundant storage and backup mechanisms to prevent data loss</p> <p>.ensure archived records are protected against:</p> <p>-unauthorized access</p> <p>-accidental deletion</p> <p>-data corruption</p> <p>2.10.5 Access Control and Retrieval</p> <p>The system shall:</p> <p>.allow controlled access to archived records based on user roles</p> <p>.provide:</p> <p>-view-only access for authorized users</p> <p>-restricted access for sensitive records</p> <p>.maintain audit logs of all access and retrieval activities</p> <p>.support on-demand retrieval and reactivation of archived records when needed</p> <p>2.10.6 Integration with Other Modules</p> <p>The Archiving Module shall integrate with:</p> <p>.Transcript Generation Module</p> <p>.Certification Issuance Module</p> <p>.Audit Trail Module</p> <p>.Document Management System</p> <p>.Backup and Disaster Recovery System</p> <p>The system shall ensure that:</p> <p>.all finalized and released documents are automatically archived</p> <p>.all archived records are linked to audit trails and transaction history</p> <p>2.10.7 Digitization and Historical</p> |  |  |  |
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|  | <p>Records Support</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support digitization and archiving of historical academic records</li> <li>.allow bulk upload and indexing of: <ul style="list-style-type: none"> <li>-scanned documents</li> <li>-legacy academic records</li> </ul> </li> <li>.support OCR (Optical Character Recognition) for searchable archived documents</li> </ul> <p>2.10.8 Reporting and Monitoring</p> <p>The system shall generate reports including:</p> <ul style="list-style-type: none"> <li>.archived records inventory</li> <li>.retention status reports</li> <li>.archival and retrieval activity logs</li> <li>.storage utilization reports</li> </ul> <p>2.11 Dashboard and Monitoring Module</p> <p>The system shall provide a role-based, real-time Dashboard and Monitoring Module to support operational monitoring, decision-making, and compliance reporting.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.provide dashboards for: <ul style="list-style-type: none"> <li>-Registrar administrators and staff</li> <li>-University management</li> <li>-Alumni/Career Services (for tracer data)</li> </ul> </li> <li>.display real-time key performance indicators (KPIs)</li> <li>.support filtering by date, academic year, program, and request type</li> <li>.allow drill-down from summary data to detailed records</li> </ul> <p>The Dashboard Module shall provide visualization of operational and management data and shall not duplicate report generation functionalities defined in other modules.</p> <p>2.11.1 TOR and Certification Monitoring</p> <p>The system shall display:</p> <ul style="list-style-type: none"> <li>.total number of requests and status distribution (pending, processing, approved, released)</li> <li>.average processing time and backlog of requests</li> <li>.local vs foreign request statistics</li> </ul> |  |  |  |
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|  | <p>.clearance and payment status (cleared/deficient, paid/unpaid)</p> <p>.request trends and processing bottlenecks</p> <p>2.11.2 Alumni Tracer and Employment Monitoring</p> <p>The system shall display:</p> <p>.total graduates, respondents, and employment rate</p> <p>.employment status distribution and job alignment</p> <p>.employment data by program, industry, and location (local/international)</p> <p>.tracer survey response rates and trends</p> <p>2.11.3 Compliance and Activity Monitoring</p> <p>The system shall:</p> <p>.display system activity and audit-related indicators</p> <p>.monitor grade modification activities and user actions</p> <p>.generate alerts for:</p> <p>-suspicious activities</p> <p>-delayed processing</p> <p>-incomplete clearance or unpaid requests</p> <p>2.11.4 Visualization and Reporting</p> <p>The system shall:</p> <p>.present data using charts, tables, and summary indicators</p> <p>.support export of reports in PDF and spreadsheet formats</p> <p>.support scheduled and on-demand report generation</p> <p>2.11.5 Integration and Performance</p> <p>The system shall:</p> <p>.integrate with all core modules (requests, audit trail, alumni tracer, payment, clearance, archiving)</p> <p>.ensure real-time data synchronization</p> <p>.load dashboards within three (3) seconds under normal conditions</p> <p>3.0 ENTERPRISE DATA BACKUP AND DISASTER RECOVERY REQUIREMENTS</p> <p>The system shall implement enterprise-level data protection mechanisms.</p> <p>The system shall:</p> |  |  |  |
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| <p>.perform daily incremental backups</p> <p>.perform weekly full system backups</p> <p>.support off-site or secondary backup storage</p> <p>.support automated backup verification mechanisms</p> <p>.support system restoration procedures in case of system failure or data loss.</p> <p>The disaster recovery capability shall:</p> <p>.restore critical system services within acceptable Recovery Time Objectives (RTO)</p> <p>.ensure preservation and integrity of official academic records and transcripts.</p> <p>4.0 HARDWARE INFRASTRUCTURE REQUIREMENTS</p> <p>The supplier shall provide the necessary infrastructure required for system deployment.</p> <p>4.1 Digitization Equipment for Historical Academic Records (15 Units)</p> <p>The supplier shall provide high-speed document scanners capable of:</p> <p>.automatic document feeder (ADF)</p> <p>.duplex scanning</p> <p>.archival quality scanning</p> <p>.high-volume digitization</p> <p>4.2 High-End Multimedia Workstations (15 Units)</p> <p>The supplier shall provide fifteen (15) high-performance multimedia workstations suitable for document digitization, records processing, OCR operations, and multimedia content processing required for the Transcript of Records Management System.</p> <p>Specifications:</p> <p>.Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed</p> <p>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</p> <p>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</p> <p>.Storage: at least 1TB NVMe PCIe</p> |  |  |  |
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|  | <p>Gen5 SSD</p> <p>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</p> <p>.Power Protection: 1500VA Line-Interactive UPS with AVR</p> <p>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</p> <p>.With Ergonomic Office Chair</p> <p>.With Ergonomic PC Table</p> <p>4.3 Network and Security Infrastructure</p> <p>The system shall support secure network connectivity and protection of sensitive academic records.</p> <p>The system shall implement:</p> <p>.encrypted communication protocols for all system transactions</p> <p>.integration with University firewall and network security infrastructure</p> <p>.secure authentication mechanisms for all system users</p> <p>.protection against unauthorized access to academic records</p> <p>.system monitoring for network and service availability.</p> <p>Sensitive data including academic records and transcripts shall be protected through industry standard encryption during transmission and storage.</p> <p>The system shall also support:</p> <p>.secure HTTPS communication using TLS encryption protocols</p> <p>.integration with University identity management systems where applicable</p> <p>.secure user authentication for students and alumni accessing transcript services through the University portal.</p> <p>5.0 SERVICE LEVEL AGREEMENT (SLA) AND SYSTEM PERFORMANCE REQUIREMENTS</p> <p>The supplier shall provide Service Level Agreement (SLA) commitments covering system performance, operational</p> |  |  |  |
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|                              | <p>reliability, and technical support services for the University Transcript of Records Management System.</p> <p>5.1 Support and Maintenance Coverage</p> <p>The supplier shall provide three (3) years of warranty and technical support beginning from the official system acceptance date.</p> <p>Support services shall include:</p> <ul style="list-style-type: none"><li>.system updates and enhancements</li><li>.security patches and vulnerability mitigation</li><li>.bug fixes and technical issue resolution</li><li>.system performance monitoring and optimization</li><li>.provision of a helpdesk for incident reporting and support requests.</li></ul> <p>5.2 Performance and Response Standards</p> <p>The system and the supplier shall comply with the following measurable performance standards:</p> <table><tr><td>Category</td><td>Requirement</td></tr><tr><td>Support Ticket Response Time</td><td>Initial response within 48 hours</td></tr><tr><td>Issue Resolution Time</td><td>Resolution within 5 Days,</td></tr><tr><td></td><td>depending on issue severity</td></tr><tr><td>Concurrent Users</td><td>System must support at least 500 concurrent users without performance degradation</td></tr></table> <p>The supplier shall implement a severity-based incident classification, including Critical, High, Medium, and Low priority incidents.</p> <p>Critical incidents (system downtime or major functionality failure) shall require immediate response and resolution within</p> | Category | Requirement | Support Ticket Response Time | Initial response within 48 hours | Issue Resolution Time | Resolution within 5 Days, |  | depending on issue severity | Concurrent Users | System must support at least 500 concurrent users without performance degradation |  |  |  |
| Category                     | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |             |                              |                                  |                       |                           |  |                             |                  |                                                                                   |  |  |  |
| Support Ticket Response Time | Initial response within 48 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |             |                              |                                  |                       |                           |  |                             |                  |                                                                                   |  |  |  |
| Issue Resolution Time        | Resolution within 5 Days,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |             |                              |                                  |                       |                           |  |                             |                  |                                                                                   |  |  |  |
|                              | depending on issue severity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |             |                              |                                  |                       |                           |  |                             |                  |                                                                                   |  |  |  |
| Concurrent Users             | System must support at least 500 concurrent users without performance degradation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |             |                              |                                  |                       |                           |  |                             |                  |                                                                                   |  |  |  |

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|  | <p>agreed timelines.<br/>The SLA shall include service credits or penalties for non-compliance with agreed response time, resolution time, and system availability commitments.</p> <p>5.3 System Availability and Data Protection<br/>To ensure operational continuity and data integrity, the following requirements shall be implemented:</p> <ul style="list-style-type: none"> <li>.automated daily incremental backups</li> <li>.comply with the Backup and Disaster Recovery requirements defined under Section 3.0.</li> <li>.off-site storage of backup data for disaster recovery</li> <li>.deployment on high-availability server infrastructure</li> <li>.encrypted user communications using secure protocols</li> <li>.support for Multi-Factor Authentication (MFA) for privileged users.</li> </ul> <p>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES<br/>The University Transcript of Records Management System shall only be considered fully delivered and accepted after the supplier successfully completes the following acceptance requirements.</p> <p>6.1 System Acceptance Testing<br/>The system must pass the following validation procedures:</p> <ul style="list-style-type: none"> <li>.System Testing</li> <li>.Integration Testing</li> <li>.Performance Testing</li> <li>.Security Configuration Verification</li> <li>.User Acceptance Testing (UAT)<br/>User Acceptance Testing shall be conducted with representatives from the following offices:</li> <li>.Office of the University Registrar</li> <li>.Accounting Office</li> <li>.Alumni Relations Office</li> <li>.Information Technology Office</li> </ul> <p>6.2 Data Migration Validation<br/>The supplier shall demonstrate successful migration of legacy data including:</p> |  |  |  |
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| <p>.student academic records<br/>         .historical transcript data<br/>         .certification records<br/>         .alumni records.<br/>         Migration validation reports shall confirm data completeness, accuracy, and integrity.</p> <p>6.3 Performance Validation<br/>         The system shall demonstrate operational capability under expected system load conditions including:</p> <ul style="list-style-type: none"> <li>.support for at least 500 concurrent users</li> <li>.compliance with the 3-second system response requirement</li> <li>.stable system performance during peak academic records processing periods.</li> </ul> <p>6.4 Documentation and Knowledge Transfer<br/>         Prior to final system acceptance, the supplier shall deliver the following documentation:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema documentation</li> <li>.system administration manuals</li> <li>.user manuals</li> <li>.cybersecurity and backup procedures.</li> </ul> <p>The supplier shall conduct all required training and knowledge transfer sessions for University personnel.</p> <p>The supplier shall provide full system turnover materials, including source code (for custom developed components where applicable), database structure, and technical documentation necessary for system maintenance and future enhancements.</p> <p>3.) DOCUMENT MANAGEMENT SYSTEM<br/>         End-User: Records and Archives Office</p> <p>1.0 GENERAL REQUIREMENTS:<br/>         The University Document Management System (UDMS) shall provide a centralized enterprise platform for the management, storage, monitoring, retrieval, retention,</p> |  |  |  |
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|  | <p>and archival preservation of University records and documents throughout their lifecycle. The system shall cover:</p> <ul style="list-style-type: none"> <li>-Receipt of records</li> <li>-Registration and encoding</li> <li>-Digitization and scanning</li> <li>-Classification and indexing</li> <li>-Records inventory</li> <li>-Monitoring of document status</li> <li>-Controlled access and release</li> <li>-Retention and disposition</li> <li>-Archival preservation</li> </ul> <p>The system shall support the operational processes of the Records and Archives Office including document receiving, registration, classification, inventory management, request processing, and archival management.</p> <p>The system shall comply with:</p> <ul style="list-style-type: none"> <li>-Philippine Data Privacy Act (RA 10173)</li> <li>-National Archives of the Philippines (NAP) General Circular No. 5</li> <li>-ISO 9001:2015 Clause 7.5 (Control of Documented Information)</li> <li>-COA and CHED records retention policies</li> </ul> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The provider shall design and implement a secure, scalable, and enterprise-grade Document and Records Management System. The system shall:</p> <ul style="list-style-type: none"> <li>-Support centralized management of university records</li> <li>-Provide web-based access through standard browsers</li> <li>-Support multi-office and multi-campus deployment</li> <li>-Provide modular architecture allowing future expansion</li> <li>-Support Application Programming Interface (API) integration with other University information systems</li> <li>-Ensure system scalability to</li> </ul> |  |  |  |
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|  | <p>support future Smart Campus modules and additional users.</p> <ul style="list-style-type: none"> <li>-Support at least 500 concurrent users accessing the platform simultaneously.</li> <li>-Return indexed search results within three (3) seconds under normal operating conditions.</li> </ul> <p>1.2 Perpetual License Fee<br/>The system shall include a perpetual enterprise software license granting the University lifetime usage rights. The license shall include unlimited internal users, full administrative control, unlimited document repository within deployed infrastructure.</p> <p>The license shall not require recurring subscription fees except for maintenance and technical support services.</p> <p>1.3 Installation and Configuration Services<br/>The supplier shall:</p> <ul style="list-style-type: none"> <li>-Install and deploy the system on University-approved infrastructure.</li> <li>-Support deployment through on-premise servers, or cloud infrastructure.</li> <li>-Configure: <ul style="list-style-type: none"> <li>user accounts and access permissions</li> <li>document classification and retention schedules</li> <li>document routing workflows</li> <li>approval hierarchies</li> <li>system security settings.</li> </ul> </li> <li>-Perform system configuration verification prior to system acceptance.</li> </ul> <p>1.4 User Workflow Integration<br/>The System shall implement workflows that match the University's records management operations including:</p> <ul style="list-style-type: none"> <li>-receiving and registration of incoming records</li> <li>-document routing and approval processes</li> <li>-request and release of records</li> <li>-digitization and indexing of</li> </ul> |  |  |  |
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|  | <p>paper-based records</p> <p>-archival transfer and records disposal procedures.</p> <p>The system shall support configurable approval hierarchies and workflow routing.</p> <p>The system shall support integration with:</p> <ul style="list-style-type: none"> <li>-the official University portal</li> <li>-internal communication systems</li> <li>-document submission channels such as email and online portals.</li> </ul> <p>1.5 Training and Knowledge Transfer</p> <p>The supplier shall conduct at least five (5) structured training sessions for the following user groups:</p> <ul style="list-style-type: none"> <li>-Records and Archives Office personnel</li> <li>-Administrative office users</li> <li>-Records coordinators of departments</li> <li>-System administrators</li> <li>-IT system administrators</li> </ul> <p>Training materials shall include:</p> <ul style="list-style-type: none"> <li>-user manuals</li> <li>-system administration guides</li> <li>-video tutorials</li> </ul> <p>1.6 Post-Implementation Documentation</p> <p>The supplier shall provide complete system documentation including:</p> <ul style="list-style-type: none"> <li>-system architecture documentation</li> <li>-database schema</li> <li>-workflow diagrams</li> <li>-user manuals</li> <li>-system administration manuals</li> <li>-disaster recovery procedures.</li> </ul> <p>Documentation shall include guidelines for data privacy compliance and records management policies.</p> <p>1.7 Testing and Commissioning</p> <p>The supplier shall perform the following tests:</p> <ul style="list-style-type: none"> <li>-system testing</li> <li>-integration testing</li> <li>-performance testing</li> <li>-User Acceptance Testing (UAT).</li> </ul> <p>The system shall be considered accepted only after successful completion of UAT and formal</p> |  |  |  |
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|  | <p>acceptance by the University.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.Conduct records assessment and migration planning.</li> <li>.Migrate existing digital records including: <ul style="list-style-type: none"> <li>.scanned documents</li> <li>.PDF files</li> <li>.archived electronic records.</li> </ul> </li> </ul> <p>The System shall support Optical Character Recognition (OCR) for scanned documents.</p> <p>The Supplier shall perform data validation and verification prior to system go-live.</p> <p>1.9 Project Management</p> <p>The Supplier shall provide Project Management Services for the planning, implementation, deployment, and completion of the University Document Management System.</p> <p>The Supplier shall:</p> <ul style="list-style-type: none"> <li>-assign a dedicated Project Manager and implementation team</li> <li>-coordinate all project activities with the University</li> <li>-ensure that the system is implemented according to the approved project plan and schedule.</li> </ul> <p>The supplier shall submit:</p> <ul style="list-style-type: none"> <li>-project implementation plan</li> <li>-project schedule (Gantt chart)</li> <li>-weekly progress reports</li> </ul> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>The supplier shall provide:</p> <ul style="list-style-type: none"> <li>-Three (3) years of warranty, technical support, and system updates.</li> <li>-Support services including bug fixes, security patches, performance tuning, and system monitoring.</li> <li>-A helpdesk with defined Service Level Agreement (SLA) for response and resolution times (response within 48 hours).</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All system data, records,</p> |  |  |  |
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|  | <p>metadata, configurations, and digital assets generated, stored, or processed by the University Document Management System (UDMS) shall be the exclusive property of the University. All custom-developed components, including but not limited to source code, system configurations, database structures, workflows, and integrations developed specifically for the University, shall be fully owned by the University upon project completion. The Supplier shall ensure full turnover of all source code, system documentation, configurations, and administrative access credentials prior to final system acceptance. The system shall be delivered without any technical, contractual, or licensing restrictions that would prevent the University from maintaining, modifying, or transferring the system to another provider in the future.</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <ul style="list-style-type: none"> <li>. The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway / ESB).</li> <li>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</li> <li>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</li> <li>.The System shall integrate with the following core systems: <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> </ul> </li> </ul> |  |  |  |
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|  | <p>-Smart Campus Portal</p> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems.</p> <p>1.13 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <p>.send real-time notifications via:</p> <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> <p>-support configurable alerts for:</p> <ul style="list-style-type: none"> <li>-approvals</li> <li>-deficiencies</li> <li>-transactions</li> <li>-system events</li> </ul> <p>.allow role-based notification preferences</p> <p>.maintain notification logs for audit purposes</p> <p>2. FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Records Receiving and Registration Module</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-record all incoming records received through physical submission or official digital channels.</li> <li>-capture the following metadata: <ul style="list-style-type: none"> <li>document title</li> <li>document type</li> <li>originating office</li> <li>receiving office</li> <li>date received</li> <li>document date</li> <li>subject or keywords</li> <li>confidentiality classification</li> <li>retention category.</li> </ul> </li> </ul> <p>Integrated E-Signatures: Built-in digital signing (e.g., DocuSign or PNKI integration) for internal approvals, eliminating the need to print and</p> |  |  |  |
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|  | <p>re-scan signed documents</p> <p>Mobile App with Offline Mode: A dedicated mobile interface for administrators to approve requests on the go, with local caching for low-connectivity areas.</p> <ul style="list-style-type: none"> <li>-automatically generate a unique system reference number for each record</li> </ul> <p>2.2 Document Digitization and Scanning Module</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-support scanning of paper-based documents in PDF/A format.--</li> <li>-link scanned documents to the corresponding electronic record entry.</li> <li>-support OCR processing to allow searchable scanned documents.</li> <li>-provide quality verification tools for scanned documents.</li> </ul> <p>2.3 Records Classification Module</p> <p>The System shall classify records based on NAP General Circular No. 5 categories including:</p> <ul style="list-style-type: none"> <li>.Administrative records</li> <li>.Financial and property records</li> <li>.Legal and contractual records</li> <li>.Academic and instructional records</li> <li>.Personnel records</li> <li>.Student and support records</li> <li>.Institutional governance records.</li> </ul> <p>Each classification shall include assigned retention periods and disposition actions.</p> <p>2.4 Records Inventory Management Module</p> <p>The System shall automatically generate records inventories organized by:</p> <ul style="list-style-type: none"> <li>-office</li> <li>-record series</li> <li>-year</li> <li>-classification category</li> <li>-retention schedule</li> </ul> <p>The inventory shall include:</p> <ul style="list-style-type: none"> <li>-reference number</li> <li>-title</li> <li>-inclusive dates</li> <li>-file volume</li> <li>-format (physical or digital)</li> <li>-storage location</li> </ul> |  |  |  |
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|  | <p>-retention status</p> <p>The System shall support records disposal management within the inventory module, including:</p> <ul style="list-style-type: none"> <li>-tagging of records as "For Disposal," "Pending Approval," "Approved for Disposal," or "Disposed"</li> <li>-automatic identification of records eligible for disposal based on approved retention schedules</li> <li>-generation of Disposal Lists grouped by office, record series, and disposal date</li> <li>-support for batch disposal processing with reference to disposal authority and schedule-</li> <li>capture of disposal details including: <ul style="list-style-type: none"> <li>.disposal method (shredding, pulping, deletion, etc.)</li> <li>.disposal date</li> <li>.approving authority</li> <li>.witnesses (if applicable)</li> <li>.remarks or notes</li> </ul> </li> <li>-automatic update of inventory status once records are disposed</li> <li>-maintenance of a permanent Disposal Register / Disposal Log for audit and compliance purposes</li> <li>-generation of Certificate of Disposal / Destruction Reports compliant with National Archives of the Philippines (NAP) requirements</li> <li>-retention of disposal metadata and logs even after record deletion for audit traceability</li> </ul> <p>2.5 Records Request and Release Module</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-allow authorized users to request records through the digital portal.-</li> <li>-</li> <li>-record request details including: <ul style="list-style-type: none"> <li>requesting office</li> <li>requesting user</li> <li>request date and time</li> <li>purpose of request</li> <li>approving authority.</li> </ul> </li> <li>-maintain a system log of all document release transactions</li> </ul> <p>2.6 Records Lifecycle Management Module</p> |  |  |  |
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|  | <p>The System shall manage records through the following lifecycle stages:</p> <ul style="list-style-type: none"> <li>-Active Records</li> <li>-Semi-active Records</li> <li>-Inactive Records</li> <li>-Archived Records</li> <li>-Disposed Records</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>-automatically update record status based on retention triggers</li> <li>-display lifecycle status in record listings and dashboards</li> <li>-generate alerts for records due for archival transfer or disposal.</li> </ul> <p>2.7 Operational Reporting and Dashboard Module</p> <p>The System shall generate management reports including:</p> <ul style="list-style-type: none"> <li>-records received per office</li> <li>-records released per office</li> <li>-records by classification category</li> <li>-records due for archiving</li> <li>-records due for disposal</li> <li>-average processing time of records requests</li> <li>-backlog and pending records requests.</li> </ul> <p>Reports shall be exportable in PDF and spreadsheet formats.</p> <p>2.8 Archival Records Management Module</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-manage permanent records designated for archival preservation in accordance with National Archives of the Philippines (NAP) General Circular No. 5.--</li> <li>-maintain a dedicated archival digital repository for permanent institutional records.</li> </ul> <p>support the following archival processes:</p> <ul style="list-style-type: none"> <li>validation of records classified as permanent</li> <li>separation of permanent records from temporary records</li> <li>documentation of archival transfers</li> <li>generation of permanent records inventory.</li> <li>-ensure that archival records remain accessible for authorized users while being</li> </ul> |  |  |  |
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|  | <p>protected from modification.</p> <p>2.9 Analytical Monitoring and Performance Metrics Module</p> <p>The System shall provide a centralized management dashboard for records monitoring and analytics.</p> <p>The dashboard shall generate reports including:</p> <ul style="list-style-type: none"> <li>-total records received per month or year</li> <li>-records received by document type (Memo, Travel Order, Special Order, MOA, MOU, etc.)</li> <li>-records received by originating office</li> <li>-records released per period</li> <li>-records per status (pending, released, archived).</li> </ul> <p>The System shall also generate operational analytics including:</p> <ul style="list-style-type: none"> <li>-average records processing time-</li> <li>-</li> <li>-volume of records handled per staff</li> <li>-monitoring of pending and backlog records.</li> </ul> <p>Reports shall be exportable in PDF and spreadsheet formats.</p> <p>2.10 ISO 9001 Document Control Module</p> <p>The System shall support ISO 9001:2015 Clause 7.5 - Control of Documented Information.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-maintain controlled documents required for University processes including: <ul style="list-style-type: none"> <li>policies and procedures</li> <li>manuals and work instructions</li> <li>official issuances and memoranda</li> <li>forms and templates</li> <li>institutional reports.</li> </ul> </li> <li>-implement document control functions including: <ul style="list-style-type: none"> <li>document version control</li> <li>document review and approval workflows</li> <li>identification of document owner and responsible office</li> <li>revision history tracking.</li> </ul> </li> <li>-ensure that only the current approved version of documents is available for operational use.</li> </ul> |  |  |  |
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|  | <p>-maintain complete revision history for audit purposes.</p> <p><b>2.11 Personal Employee Records Access Module</b></p> <p>The System shall provide individual user accounts for University employees. The System shall allow employees to view their authorized personal records including:</p> <ul style="list-style-type: none"> <li>-appointment documents</li> <li>-travel orders</li> <li>-special orders</li> <li>-designation documents</li> <li>-other authorized personnel records.</li> </ul> <p>Access shall be:</p> <ul style="list-style-type: none"> <li>-view-only by default</li> <li>-subject to approval for downloading or printing.</li> </ul> <p>The System shall log all access to personal records.</p> <p><b>2.12 Confidential Records Protection Module</b></p> <p>The System shall support classification of records based on confidentiality level including Public, Internal, Confidential, Highly Confidential / Restricted. The System shall:</p> <ul style="list-style-type: none"> <li>-enforce role-based access control for confidential records</li> <li>-restrict bulk download and unauthorized sharing of sensitive records</li> <li>-implement secure document transmission when releasing records through digital channels</li> </ul> <p><b>2.13 Audit Trail and Records Activity Monitoring Module</b></p> <p>The System shall maintain complete and non-editable audit logs of all system activities including:</p> <ul style="list-style-type: none"> <li>-viewing of records</li> <li>-downloading or printing of records</li> <li>-release of documents</li> <li>-document modifications</li> <li>-workflow approvals.</li> </ul> <p>The audit logs shall capture:</p> <ul style="list-style-type: none"> <li>-user ID</li> <li>-date and time of action</li> </ul> |  |  |  |
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| <p>-action performed</p> <p>-record reference number.</p> <p>Audit reports shall be available for administrative review and compliance audits.</p> <p>2.14 Records Compliance and Retention Monitoring Module</p> <p>The System shall monitor compliance with approved records retention and disposition schedules.</p> <p>The System shall:</p> <ul style="list-style-type: none"><li>-generate reports of records due for archiving--</li><li>-generate reports of records due for disposal</li><li>-maintain a permanent records inventory</li><li>-generate alerts for records approaching retention deadlines.</li></ul> <p>The System shall support records disposal workflows requiring proper authorization and documentation prior to deletion or destruction.</p> <p>The System shall ensure that no record can be permanently deleted without an approved disposal workflow, including multi-level authorization and audit trail recording.</p> <p>2.15 User Roles for System Tracking &amp; Monitoring</p> <p>To ensure total accountability, the system must track every interaction. Below is the recommended Access Control &amp; Tracking Matrix:</p> <table><tr><th>User Role</th><th>System</th></tr><tr><th>Permissions</th><th>Tracking/</th></tr><tr><td>Super</td><td>Audit</td></tr><tr><td>Responsibilities</td><td></td></tr><tr><td>Administrator</td><td>Full system access, configures system health logs, manages user all permission account changes or security overrides</td></tr></table> | User Role                                                                                                            | System | Permissions | Tracking/ | Super | Audit | Responsibilities |  | Administrator | Full system access, configures system health logs, manages user all permission account changes or security overrides |  |  |  |
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| User Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | System                                                                                                               |        |             |           |       |       |                  |  |               |                                                                                                                      |  |  |  |
| Permissions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Tracking/                                                                                                            |        |             |           |       |       |                  |  |               |                                                                                                                      |  |  |  |
| Super                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Audit                                                                                                                |        |             |           |       |       |                  |  |               |                                                                                                                      |  |  |  |
| Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                      |        |             |           |       |       |                  |  |               |                                                                                                                      |  |  |  |
| Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Full system access, configures system health logs, manages user all permission account changes or security overrides |        |             |           |       |       |                  |  |               |                                                                                                                      |  |  |  |

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|  | <p>Records disposition, Destruction" Manager retention schedules. "Permanent</p> <p>Final approval for Tracks "Final Archive" manages or</p> <p>actions; monitors</p> <p>department</p> <p>compliance</p> <p>quotas</p> <p>Digitization and "Batch to Officer OCR/ scanning</p> <p>Uploads, scans, Tracked via ID" performs monitor speed indexing error rates, and quality</p> <p>control (QC) history</p> <p>Department es Reviews/Approv Monitors "Time-to-Approval"</p> <p>Reviewer documents within their specific metrics and tracks</p> <p>office comments/revisions made</p> <p>during the workflow</p> <p>Standard User Uploads personal docs, Activity log tracks all "Views," (Employee) view/requests authorized "Downloads," and "Search records Queries" to prevent unauthorized data</p> <p>harvesting</p> <p>Internal to all the Auditor trails for Read-only acces Regularly reviews "System logs and audit Access Logs" anomalies,</p> |  |  |  |
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|  | <p>failed login attempts,<br/>or<br/>bulk<br/>downloads</p> <p>3.0 ENTERPRISE DATA<br/>BACKUP AND DISASTER<br/>RECOVERY REQUIREMENTS:<br/>The System shall implement<br/>enterprise-level data protection<br/>mechanisms to ensure the<br/>integrity, security, and availability<br/>of University records.<br/>The System shall:<br/>-implement automated data<br/>backup mechanisms for system<br/>databases and document<br/>repositories.<br/>-support daily incremental<br/>backups and weekly full system<br/>backups.<br/>-allow backup copies to be stored<br/>in separate secure storage<br/>locations or backup servers.<br/>-support system restoration<br/>procedures to recover system<br/>data in case of system failure or<br/>data loss.<br/>-maintain data integrity verification<br/>mechanisms to ensure that<br/>backup files are complete and<br/>recoverable.<br/>-support disaster recovery<br/>procedures that enable<br/>restoration of system services<br/>within a reasonable time frame<br/>after a system failure.<br/>-ensure that backup and recovery<br/>processes protect confidential and<br/>sensitive records in compliance<br/>with RA 10173 and University<br/>data protection policies.</p> <p>4.0 HARDWARE<br/>INFRASTRUCTURE AND<br/>DIGITIZATION EQUIPMENT<br/>The supplier shall provide the<br/>necessary hardware<br/>infrastructure and equipment<br/>required for the deployment and<br/>operation of the University<br/>Document Management System.<br/>The infrastructure shall support<br/>enterprise document storage,<br/>digitization, and system<br/>operations.<br/>The supplier shall provide:</p> |  |  |  |
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|  | <p>4.1 High-Speed Document Scanners (4 units)<br/> -high-speed document scanners for digitization of physical records. The scanners shall support:<br/> -automatic document feeder (ADF)--<br/> -duplex scanning capability<br/> -high-resolution scanning suitable for archival records<br/> -scanning speeds appropriate for high-volume document digitization.</p> <p>4.2 High-End Multimedia Workstations ( 30 Units)<br/> The supplier shall provide dedicated workstations for Records and Archives Office personnel responsible for scanning, indexing, and managing digitized records. The workstations shall support document scanning operations, OCR processing, metadata tagging and document indexing. Specifications:<br/> .Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed<br/> .Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)<br/> .Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)<br/> .Storage: at least 1TB NVMe PCIe Gen5 SSD<br/> .Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing<br/> .Power Protection: 1500VA Line-Interactive UPS with AVR<br/> .Accessories: Ergonomic mechanical keyboard, high-precision optical mouse<br/> .With Ergonomic Office Chair<br/> .With Ergonomic PC Table</p> <p>4.3 E-Signature &amp; Authentication<br/> To support the "Integrated E-Signatures" feature, the following hardware must be provided for administrative and records-handling offices:<br/> .Electronic Signature Pads (10 Units):</p> |  |  |  |
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|  | <p>-Display: Minimum 5-inch backlit Transflective LCD for high visibility.----</p> <p>-Resolution: At least 1024 x 600 pixels to ensure signature clarity.</p> <p>-Pen Type: Active battery-less pressure-sensitive pen with at least 2048 pressure levels.</p> <p>-Security: AES 256-bit encryption for secure transmission of biometric signature data.</p> <p>-Connectivity: USB 2.0/3.0 with "Plug-and-Play" compatibility for the UDMS web interface.</p> <p>4.4 Network and Security Infrastructure</p> <p>The system shall support secure connectivity and system protection including:</p> <ul style="list-style-type: none"> <li>-secure network access to the document management system</li> <li>-firewall integration and secure access controls</li> <li>-monitoring of system availability and network connectivity.</li> </ul> <p>5.0 SERVICE LEVEL AGREEMENT (SLA) AND SYSTEM PERFORMANCE REQUIREMENTS</p> <p>The supplier shall provide Service Level Agreement (SLA) commitments covering system performance, operational reliability, and support services.</p> <p>5.1 Support and Maintenance Coverage</p> <p>The supplier shall provide three (3) years warranty and technical support starting from the official system acceptance date. Support services shall include:</p> <ul style="list-style-type: none"> <li>.software updates and enhancements</li> <li>.security patches and vulnerability mitigation</li> <li>.bug fixes and issue resolution</li> <li>.system performance monitoring and optimization</li> <li>.helpdesk or ticketing system for incident reporting</li> </ul> <p>5.2 Performance and Response Standards</p> <p>Category Requi</p> |  |  |  |
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|  | <p>rement<br/> Support Ticket Response Initial<br/> response within 48 hours<br/> Time<br/> Issue Resolution<br/> Time Resolution within 5<br/> Days depending<br/> on<br/> severity<br/> Concurrent<br/> Users Minimum 500<br/> concurrent users<br/> Auditability Every<br/> document action (View, Edit,<br/> Delete,<br/> Move) must be logged with a<br/> timestamp<br/> and User ID</p> <p>5.3 Security and Data Protection<br/> The system shall support:<br/> .encrypted communications<br/> .role-based access control<br/> .multi-factor authentication<br/> .audit trail logging<br/> .secure backup and recovery<br/> mechanisms</p> <p>6.0 SYSTEM ACCEPTANCE<br/> AND DELIVERABLES<br/> The University Document<br/> Management System shall only<br/> be considered delivered and<br/> accepted after successful<br/> completion of the following:</p> <p>6.1 System Acceptance Testing<br/> The system must pass:<br/> .system testing<br/> .integration testing<br/> .performance testing<br/> .security configuration verification<br/> .User Acceptance Testing (UAT).<br/> UAT shall involve:<br/> .Records and Archives Office<br/> .Administrative offices<br/> .Internal Audit Office<br/> .Information Technology Office.</p> <p>6.2 Data Migration Validation<br/> The supplier shall demonstrate<br/> successful migration of existing<br/> records including:<br/> .scanned documents<br/> .institutional records<br/> .administrative records<br/> .personnel records.<br/> Migration reports shall verify data<br/> completeness and integrity.</p> |  |  |  |
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|  | <p>6.3 Performance Validation<br/>The system shall demonstrate operational capability under production conditions including:</p> <ul style="list-style-type: none"> <li>.support for at least 500 concurrent users</li> <li>.compliance with 3-second query response time.</li> </ul> <p>6.4 Documentation and Knowledge Transfer<br/>Prior to final acceptance, the supplier shall deliver:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema documentation</li> <li>system administration manuals</li> <li>.user manuals</li> <li>.cybersecurity and backup procedures. /.</li> </ul> <p>Total of 4.) INVENTORY MANAGEMENT SYSTEM</p> <p>End-User: Supply Office</p> <p>1.0 General Requirements:<br/>The University Inventory Management System (UIMS) shall provide a centralized, enterprise-grade platform for managing supplies, materials, equipment, fixed assets, consumables, land, land improvements, and biological assets throughout their lifecycle. The system shall support:</p> <ul style="list-style-type: none"> <li>.Inventory registration and catalog management</li> <li>.Warehouse and stock monitoring</li> <li>.Receiving, issuance, and transfers</li> <li>.Property accountability tracking</li> <li>.Asset lifecycle management</li> <li>.Inventory auditing and reconciliation</li> <li>.Supplier/vendor management</li> <li>.Management of Land, Land Improvements, and Biological Assets in accordance with COA and GAM.</li> <li>.Reporting and analytics</li> </ul> <p>The system shall support the operational processes of the University Supply Office, including procurement receipt verification, inventory control, issuance of supplies to offices, monitoring of property custodians, maintenance</p> |  |  |  |
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|  | <p>tracking, and disposal of unserviceable assets.</p> <p>The system shall comply with:</p> <ul style="list-style-type: none"> <li>.Commission on Audit (COA) Property and Inventory regulations</li> <li>.Government Accounting Manual (GAM) provisions on property management</li> <li>.Philippine Data Privacy Act (RA 10173)</li> <li>.relevant CHED and government asset management guidelines</li> </ul> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The supplier shall design, develop, and implement a secure, scalable, and enterprise-grade Inventory Management System (UIMS) for the University. The system shall:</p> <ul style="list-style-type: none"> <li>.support centralized management of supplies, materials, equipment, fixed assets, land, land improvements, and biological assets</li> <li>.provide web-based access through standard web browsers without requiring additional client-side installation</li> <li>.support multi-office and multi-campus deployment with user-defined departments, offices, locations, and classification structures</li> <li>.support multiple users with configurable Role-Based Access Control (RBAC) and user defined access levels</li> <li>.manage inventory of consumable and non-consumable materials, including stock-in, stock-out, returns, and adjustments</li> <li>.monitor inventory balances, including beginning balance, stock-in, stock-out, adjustments, and ending balances</li> <li>.provide a modular and scalable system architecture to support future Smart Campus expansion</li> <li>.generate reports in PDF and</li> </ul> |  |  |  |
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|  | <p>spreadsheet formats with user-defined page size and orientation</p> <p>.generate COA-compliant reports, including but not limited to:</p> <ul style="list-style-type: none"> <li>-Stock Inventory Reports</li> <li>-Property Ledger Cards</li> <li>-Inventory Custodian Slip (ICS)</li> <li>-Property Acknowledgment Receipt (PAR)</li> <li>-Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)</li> <li>-Inventory and Inspection Report of Unserviceable Property (IIRUP)</li> <li>-Waste Materials Report (WMR)</li> </ul> <p>.support secure Application Programming Interface (API) integration with other University systems</p> <p>.support integration with procurement, finance, accounting, human resource, and document management systems</p> <p>.implement Multi-Factor Authentication (MFA) for system access</p> <p>.maintain immutable audit logs for all transactions and user activities</p> <p>The system shall support at least 500 concurrent users accessing the platform simultaneously. The system shall process standard inventory transactions with a response time not exceeding three (3) seconds under normal operating conditions.</p> <p>1.2 Perpetual License Fee</p> <p>The system shall include a perpetual enterprise software license granting the University lifetime rights to use the system. The license shall include:</p> <ul style="list-style-type: none"> <li>.unlimited internal users</li> <li>.full administrative access and configuration control</li> <li>.unlimited inventory database records within deployed infrastructure</li> </ul> <p>The license shall not require recurring subscription fees except for maintenance and technical support services.</p> |  |  |  |
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|  | <p>The system shall not be subject to vendor lock-in conditions.</p> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.install, deploy, and configure the system on University-approved infrastructure (on premise or cloud)</li> <li>.ensure compatibility with existing University ICT infrastructure</li> <li>.configure system modules based on Supply Office operational requirements</li> </ul> <p>Configuration shall include:</p> <ul style="list-style-type: none"> <li>.user accounts and access permissions</li> <li>.inventory classification structures (including PPE, Semi-Expendable, Land, Biological Assets)</li> <li>.warehouse locations and storage areas</li> <li>.asset tagging configuration</li> <li>.approval workflows and authorization hierarchies</li> <li>.system security settings</li> </ul> <p>The supplier shall conduct configuration validation and user sign-off prior to system acceptance.</p> <p>1.4 User Workflow Integration</p> <p>The system shall support the complete operational workflow of the University Supply Office, including:</p> <ul style="list-style-type: none"> <li>.recording and verification of delivered items from procurement</li> <li>.warehouse storage and stock monitoring</li> <li>.issuance of supplies to requesting offices</li> <li>.generation and tracking of Inventory Custodian Slip (ICS) and Property Acknowledgment Receipt (PAR)</li> <li>.assignment and tracking of assets to property custodians</li> <li>.monitoring of asset transfers between offices</li> <li>.monitoring of repair and maintenance activities</li> <li>.disposal and condemnation of unserviceable property</li> </ul> <p>The system shall:</p> |  |  |  |
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|  | <p>.support configurable approval workflows and authorization levels</p> <p>.enforce accountability tracking per user and custodian</p> <p>.support secure API-based integration with other University systems</p> <p>1.5 Training and Knowledge Transfer</p> <p>The provider shall conduct comprehensive system training programs for:</p> <p>.Supply Office personnel</p> <p>.warehouse and inventory custodians</p> <p>.property custodians from different offices</p> <p>.system administrators from the ICT Office</p> <p>Training shall include:</p> <p>.at least three (3) sessions for end-users</p> <p>.at least two (2) sessions for system administrators</p> <p>.hands-on system exercises</p> <p>.user manuals and operational guides</p> <p>.administrator manuals</p> <p>.training videos and documentation</p> <p>1.6 Post-Implementation Documentation</p> <p>The supplier shall provide complete documentation including:</p> <p>.system architecture documentation</p> <p>.database schema documentation</p> <p>.system administration manuals</p> <p>.user manuals</p> <p>.disaster recovery procedures</p> <p>.data privacy and security compliance documentation.</p> <p>.source code documentation and API documentation</p> <p>All documentation shall comply with RA 10173 (Data Privacy Act) and University ICT standards.</p> <p>1.7 Testing and Commissioning</p> <p>The system shall undergo the following testing procedures:</p> <p>.system testing</p> <p>.integration testing</p> <p>.performance testing</p> |  |  |  |
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| <p>.security testing</p> <p>.User Acceptance Testing (UAT) with the Supply Office. Acceptance criteria shall include:</p> <p>.full compliance with all functional and technical requirements</p> <p>.successful completion of UAT with formal sign-off</p> <p>.no unresolved critical or high-severity defects</p> <p>The system shall be officially accepted only after successful completion of all required tests.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services</p> <p>The provider shall assist the University in migrating legacy inventory and property records including:</p> <p>.existing inventory registers</p> <p>.asset inventory lists</p> <p>.historical supply transactions</p> <p>.property accountability records.</p> <p>The system shall:</p> <p>.support digitization and OCR processing of legacy documents</p> <p>.ensure data validation, cleansing, and reconciliation during migration</p> <p>.retain historical data for at least five (5) years</p> <p>1.9 Project Management</p> <p>The provider shall assign a dedicated project management team responsible for project implementation and coordination with the University.</p> <p>Project management deliverables shall include:</p> <p>-detailed project implementation plan</p> <p>-Gantt chart and timeline</p> <p>-milestone deliverables</p> <p>-weekly progress reports</p> <p>-periodic coordination meetings</p> <p>-project risk management plan</p> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>The provider shall provide three (3) years of system support and maintenance, including:</p> <p>-bug fixes and software updates</p> <p>-security patches</p> <p>-system optimization and performance tuning</p> |  |  |  |
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|  | <p>-helpdesk support.</p> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All deliverables under this project shall be owned exclusively by the University.</p> <p>This shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>.Source code</li> <li>.Database and data structures</li> <li>.System configurations and settings</li> <li>.Custom modules, enhancements, and integrations</li> <li>.application programming interfaces (APIs)</li> <li>.system and technical documentation</li> </ul> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.provide full source code turnover prior to final system acceptance</li> <li>.ensure that all deliverables are free from third-party ownership restrictions, licensing limitations, or proprietary constraints that would prevent the University from using, modifying, or enhancing the system</li> <li>.grant the University full rights to use, modify, maintain, and further develop the system without requiring additional permissions or fees</li> </ul> <p>All intellectual property rights arising from the project shall be transferred to the University upon final acceptance and full payment. No additional licensing fees shall be required for the continued use, modification, or expansion of the system.</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <ul style="list-style-type: none"> <li>.The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway / ESB).</li> <li>.The System shall expose and consume secure RESTful APIs for</li> </ul> |  |  |  |
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|  | <p>interoperability with all University Information Systems.</p> <p>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</p> <p>.The System shall integrate with the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems.</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary, medical, etc.)</li> </ul> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with</p> |  |  |  |
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|  | <p>the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> </li> <li>.support configurable alerts for: <ul style="list-style-type: none"> <li>-approvals</li> <li>-deficiencies</li> <li>-transactions</li> <li>-system events</li> </ul> </li> <li>.allow role-based notification preferences</li> <li>.maintain notification logs for audit purposes</li> </ul> <p>2.0 FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Item Master Catalog Management</p> <p>The system shall provide a centralized item master database containing:</p> <ul style="list-style-type: none"> <li>.unique item identification codes</li> <li>.item descriptions and specifications</li> <li>.unit of measure</li> <li>.inventory classification and category</li> <li>.supplier/vendor information</li> <li>.fund source classification</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support bulk import of item data using Excel or CSV formats</li> <li>.enforce standardized naming conventions and classification structures</li> <li>.maintain audit logs for all item master modifications</li> </ul> <p>2.2 Warehouse and Storage Management Module</p> <p>The system shall manage multiple inventory storage locations including:</p> <ul style="list-style-type: none"> <li>.central warehouse</li> <li>.departmental storage rooms</li> <li>.laboratories and specialized storage areas</li> <li>.equipment and asset storage facilities</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support storage location mapping, including warehouse, room, shelf, and bin levels</li> <li>.track inventory movement across locations in real-time</li> </ul> |  |  |  |
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|  | <p>.maintain audit logs for all stock movements</p> <p>2.3 Inventory Monitoring and Control Module</p> <p>The system shall support real-time monitoring of inventory levels across university locations. The system shall:</p> <ul style="list-style-type: none"> <li>.display stock balances, reserved inventory, issued supplies, and pending requests</li> <li>.provide dashboard visualization of inventory status</li> <li>.support predictive analytics for inventory trends and consumption</li> </ul> <p>2.4 Stock Level Management Module</p> <p>The system shall allow configuration of:</p> <ul style="list-style-type: none"> <li>.minimum stock levels</li> <li>.maximum stock levels</li> <li>.reorder thresholds</li> <li>.safety stock parameters.</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.automatically generate alerts for low stock levels and reorder requirements</li> <li>.support automated generation of purchase requests or replenishment recommendations</li> </ul> <p>2.5 Inventory Transactions Module</p> <p>The system shall record all inventory transactions including:</p> <ul style="list-style-type: none"> <li>.receiving of delivered items</li> <li>.issuance of supplies to offices</li> <li>.stock transfers between offices</li> <li>.item returns</li> <li>.inventory adjustments</li> <li>.disposal of inventory items</li> </ul> <p>The system shall also support procurement-linked transactions, including:</p> <ul style="list-style-type: none"> <li>.recording and tracking of Material Requisitions (MR) initiated by requesting offices</li> <li>.generation and monitoring of Purchase Orders (PO) issued by the Procurement Office</li> <li>.recording of Reports of Delivery (RD) and inspection results</li> <li>.automatic matching of PO, delivery, and received quantities</li> <li>.validation of delivered items against approved purchase orders</li> </ul> |  |  |  |
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|  | <p>and specifications</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.maintain a complete and immutable audit trail for all transactions</li> <li>.enforce transaction approval workflows (MR ? PO ? Delivery ? Inventory)</li> <li>.associate each transaction with a responsible user or custodian</li> <li>.prevent over-delivery or unauthorized receipt beyond approved PO quantities</li> <li>.prevent processing of payment or inventory posting without validated inspection and acceptance records</li> </ul> <p>2.6 Asset Lifecycle Management Module</p> <p>The system shall manage the lifecycle of fixed assets including:</p> <ul style="list-style-type: none"> <li>.asset acquisition</li> <li>.asset tagging and identification (barcode, QR code, or RFID)</li> <li>.assignment to property custodians</li> <li>.office transfers and reassignment</li> <li>.repair and maintenance tracking</li> <li>.asset disposal and condemnation</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.assign a unique asset identification number to each asset</li> <li>.support depreciation computation based on GAM (e.g., straight-line method)</li> <li>.track asset valuation, accumulated depreciation, and book value</li> <li>.support insurance tracking (e.g., GSIS coverage where applicable)</li> </ul> <p>2.7 Physical Inventory and Audit Module</p> <p>The system shall support periodic physical inventory verification.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support barcode and QR code scanning for asset verification</li> <li>.support mobile-based inventory validation</li> <li>.reconcile physical inventory with system records</li> <li>.generate discrepancy and variance reports</li> <li>.maintain audit logs of all</li> </ul> |  |  |  |
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|  | <p>inventory activities</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.GPS geo-tagging during physical inventory</li> <li>.user-based tracking of audit activities</li> </ul> <p>2.8 Inventory Reporting and Analytics Module</p> <p>The system shall generate operational and management reports including:</p> <ul style="list-style-type: none"> <li>.inventory stock reports</li> <li>.supply consumption reports</li> <li>.asset inventory reports</li> <li>.asset depreciation reports</li> <li>.inventory valuation reports</li> </ul> <p>The system shall also generate:</p> <ul style="list-style-type: none"> <li>.Inventory Custodian Slip (ICS) registry</li> <li>.Property Acknowledgment Receipt (PAR) registry</li> <li>.Land and Land Improvements register</li> <li>.Biological Asset inventory reports</li> <li>.Custodian accountability reports</li> <li>.Material Requisition (MR) Reports</li> <li>.Purchase Order (PO) Monitoring Reports</li> <li>.Delivery and Receiving Reports</li> <li>.PO vs Delivery Variance Reports</li> </ul> <p>Reports shall be exportable in:</p> <ul style="list-style-type: none"> <li>.PDF format</li> <li>.spreadsheet formats (e.g., Excel)</li> </ul> <p>2.9 Mobile Application Functional Requirements</p> <p>The University Inventory Management System shall include a mobile application module to support field-based inventory operations and real-time asset verification across University facilities.</p> <p>The mobile application shall function as an integrated component of the Inventory Management System and shall support the following capabilities:</p> <p>2.9.1 Real-Time Physical Inventory Verification</p> <p>The mobile application shall enable inventory personnel to perform real-time physical inventory counting using barcode,</p> |  |  |  |
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|  | <p>QR code, or RFID scanning. The system shall allow the inventory committee to:</p> <ul style="list-style-type: none"> <li>.scan asset tags and automatically retrieve corresponding asset records from the inventory database</li> <li>.compare scanned items with the official asset registry during the physical inventory process</li> <li>.generate discrepancy alerts for missing, unrecorded, or mismatched assets</li> <li>.support the generation of inventory verification records consistent with the Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) required by the Commission on Audit (COA).</li> </ul> <p><b>2.9.2 Offline Inventory Capture and Data Synchronization</b></p> <p>The mobile application shall support offline operational capability to allow inventory activities in locations with limited or no internet connectivity. The system shall:</p> <ul style="list-style-type: none"> <li>.allow inventory data to be captured locally on the device during offline operation</li> <li>.store scanned asset information securely on the device</li> <li>.automatically synchronize locally stored records with the central system once network connectivity is restored</li> <li>.prevent duplicate data synchronization through transaction validation controls.</li> </ul> <p><b>2.9.3 Asset Discovery and Registration</b></p> <p>The mobile application shall allow authorized users to record assets discovered during physical inspection that are not yet registered in the inventory database.</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.creation of provisional asset entries during field inspection</li> <li>.capture of asset description, serial number, location, and responsible office</li> </ul> |  |  |  |
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|  | <p>.tagging of assets as "Found During Inventory Verification" pending validation by the Supply Office</p> <p>2.9.4 Asset Condition Documentation</p> <p>The mobile application shall allow inventory personnel to document the physical condition of assets during inspection. The system shall support:</p> <ul style="list-style-type: none"> <li>.capturing and attaching photographs of assets using the mobile device camera</li> <li>.recording asset condition classifications such as operational, defective, damaged, or unserviceable</li> <li>.attaching photographic documentation to support Inventory and Inspection Report of Unserviceable Property (IIRUP) records.</li> </ul> <p>2.9.5 Digital Property Accountability Confirmation</p> <p>The mobile application shall support digital acknowledgment of issued property by authorized personnel. The system shall allow:</p> <ul style="list-style-type: none"> <li>.authorized employees to confirm receipt of equipment or supplies through digital acknowledgment on the mobile device</li> <li>.electronic capture of signatures or confirmation records</li> <li>.automatic linkage of digital acknowledgments to the corresponding Inventory Custodian Slip (ICS) or Property Acknowledgment Receipt (PAR) records.</li> </ul> <p>2.9.6 Rugged Handheld Mobile Inventory Devices</p> <p>The supplier shall provide enterprise-grade rugged handheld mobile devices suitable for field inventory operations. The devices shall meet the following minimum specifications:</p> <ul style="list-style-type: none"> <li>.Operating System: Android 11 or higher (enterprise-supported)</li> <li>.Scanning Capability: dedicated</li> </ul> |  |  |  |
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|  | <p>1D/2D barcode imager</p> <p>.Durability: minimum IP65/67 rating and 6-foot drop resistance</p> <p>.Battery: hot-swappable or extended battery capacity for full-day operation</p> <p>.Connectivity: Wi-Fi, cellular (4G/5G), and Bluetooth</p> <p>The mobile devices shall support integration with the Inventory Management System through secure wireless connectivity.</p> <p>2.9.7 Integration with Inventory Management Infrastructure</p> <p>The mobile inventory application shall support integration with the hardware and system infrastructure of the Inventory Management System.</p> <p>The system shall support:</p> <p>.wireless communication with barcode or QR code label printers for on-site printing of replacement asset tags</p> <p>.integration with optional RFID scanning accessories for bulk asset identification</p> <p>.synchronization of scanned asset records with the central inventory database.</p> <p>2.9.8 Audit Logging and Compliance Monitoring</p> <p>The mobile system shall maintain complete and verifiable audit logs of all inventory activities.</p> <p>The system shall record the following information for each inventory transaction:</p> <p>.user identification</p> <p>.date and time of transaction</p> <p>.scanned asset identification number</p> <p>.asset location and verification result</p> <p>.inventory activity performed.</p> <p>The audit logs shall support inventory verification and audit processes required by the Commission on Audit (COA).</p> <p>2.9.9 Location Verification and Security</p> <p>The mobile system shall support mechanisms to verify the location of assets during inventory operations.</p> |  |  |  |
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|  | <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.automatic capture of location information when inventory verification is conducted</li> <li>.recording of asset location data for validation of asset placement.</li> </ul> <p>All data transmitted between the mobile application and the central system shall be encrypted using secure communication protocols in compliance with the Data Privacy Act of 2012 (RA 10173).</p> <p><b>2.10 Property Classification and Special Asset Management Module</b></p> <p>The system shall support classification and management of all government property types.</p> <p><b>2.10.1 Land Management</b></p> <ul style="list-style-type: none"> <li>.record land title, location, and area</li> <li>.capture acquisition details and legal attributes</li> <li>.support GIS/GPS-based location tracking</li> <li>.classify land as non-depreciable assets</li> </ul> <p><b>2.10.2 Land Improvements</b></p> <ul style="list-style-type: none"> <li>.track infrastructure and site improvements</li> <li>.link improvements to parent land assets</li> <li>.support valuation and depreciation (if applicable)</li> </ul> <p><b>2.10.3 Biological Assets</b></p> <ul style="list-style-type: none"> <li>.classify biological assets (livestock, plantations, etc.)</li> <li>.support group-based tracking</li> <li>.monitor growth, valuation, and lifecycle</li> </ul> <p><b>2.10.4 Property Categorization</b></p> <p>The system shall classify assets into:</p> <ul style="list-style-type: none"> <li>.Land</li> <li>.Land Improvements</li> <li>.Property, Plant, and Equipment (PPE)</li> <li>.Semi-Expendable Property</li> <li>.Biological Assets</li> </ul> <p><b>2.11 Property Accountability and Clearance Management Module</b></p> <p>The system shall ensure full accountability of government property.</p> <p><b>2.11.1 PAR Integration</b></p> |  |  |  |
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| <p>.automatic generation of Property Acknowledgment Receipts (PAR)</p> <p>.linkage of PAR to asset, custodian, and office</p> <p>.support digital and printed formats</p> <p>.capture electronic signatures</p> <p>2.11.2 ICS Tracking</p> <p>.automatic generation of Inventory Custodian Slip (ICS)</p> <p>.tracking of semi-expendable items per user</p> <p>2.11.3 Custodian Lifecycle Management</p> <p>.tracking of assignment, transfer, and return of assets</p> <p>.maintenance of historical custodian records</p> <p>2.11.4 Clearance and Exit Management</p> <p>.generation of clearance reports</p> <p>.identification of unreturned assets</p> <p>.optional integration with HR systems</p> <p>2.12 Procurement and Delivery Integration Module</p> <p>The system shall integrate inventory operations with procurement processes.</p> <p>2.12.1 Material Requisition (MR) Management</p> <p>The system shall:</p> <p>.allow offices to create and submit Material Requisitions (MR)</p> <p>.support approval workflows for requisitions</p> <p>.track status of MR (Draft, Submitted, Approved, Fulfilled, Cancelled)</p> <p>.link MR to inventory availability and procurement actions</p> <p>2.12.2 Purchase Order (PO) Integration</p> <p>The system shall:</p> <p>.record and track Purchase Orders (PO) issued by the Procurement Office</p> <p>.link PO to corresponding MR and supplier/vendor</p> <p>.track PO status (Issued, Partially Delivered, Completed, Cancelled)</p> <p>.store supplier details, delivery schedules, and quantities</p> |  |  |  |
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|  | <p>2.12.3 Report of Delivery (RD) and Inspection<br/>The system shall:<br/>.record Reports of Delivery (RD) upon receipt of items<br/>.support inspection and acceptance workflows<br/>.validate delivered items against PO specifications and quantities<br/>.support partial deliveries and backorders<br/>.flag discrepancies (over-delivery, under-delivery, damaged items)</p> <p>2.12.4 Inventory Integration<br/>The system shall:<br/>.automatically update inventory records upon accepted delivery<br/>.prevent inventory posting without validated delivery records<br/>.maintain traceability from MR ? PO ? Delivery ? Inventory</p> <p>3.0 ENTERPRISE DATA BACKUP AND DISASTER RECOVERY REQUIREMENTS<br/>The system shall implement enterprise-level data protection mechanisms to ensure system availability and data integrity.<br/>The system shall:<br/>.implement automated data backup for databases and inventory records<br/>.support daily incremental backups and weekly full system backups<br/>.support offsite backup storage<br/>.provide system restoration procedures for disaster recovery.<br/>Backup and recovery mechanisms shall comply with University data protection policies and RA 10173.<br/>The system shall meet the following recovery objectives:<br/>.Recovery Point Objective (RPO):<br/>? 24 hours<br/>.Recovery Time Objective (RTO):<br/>? 8 hours</p> <p>4.0 HARDWARE INFRASTRUCTURE AND INVENTORY MANAGEMENT EQUIPMENT<br/>The supplier shall provide all necessary hardware infrastructure required for the</p> |  |  |  |
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|  | <p>deployment, operation, and sustainability of the Inventory Management System.</p> <p>All hardware shall be:</p> <ul style="list-style-type: none"> <li>.brand new and enterprise-grade</li> <li>.compatible with the system requirements</li> <li>.covered by a minimum of three (3) years warranty</li> <li>.inclusive of installation, configuration, and testing</li> </ul> <p>4.1 Asset Tagging and Identification Equipment</p> <p>The supplier shall provide equipment for inventory asset tagging including:</p> <ul style="list-style-type: none"> <li>.barcode printers</li> <li>.QR code label printers</li> <li>.handheld barcode scanners</li> <li>.optional RFID asset tracking devices.</li> </ul> <p>All equipment shall:</p> <ul style="list-style-type: none"> <li>.support high-volume printing and scanning operations</li> <li>.be compatible with the system and mobile application</li> <li>.support real-time data capture and synchronization</li> <li>.include necessary consumables for initial deployment (labels, ribbons, etc.)</li> </ul> <p>4.2 Inventory Management Workstations (5 Units)</p> <p>The supplier shall provide dedicated workstations for Supply Office personnel responsible for:</p> <ul style="list-style-type: none"> <li>.inventory encoding</li> <li>.asset tagging and scanning</li> <li>.indexing and records management</li> <li>.OCR processing and digitization</li> <li>.archival records management</li> </ul> <p>4.3 High-End Workstations (5 Units)</p> <p>The supplier shall provide five (5) high-performance workstations (or equivalent) with the following minimum specifications:</p> <ul style="list-style-type: none"> <li>.Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed</li> <li>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</li> <li>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</li> </ul> |  |  |  |
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| <p>.Storage: at least 1TB NVMe PCIe Gen5 SSD</p> <p>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</p> <p>.Power Protection: 1500VA Line-Interactive UPS with AVR</p> <p>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</p> <p>.With Ergonomic Office Chair and Ergonomic PC Table</p> <p>4.4 Document Scanners (5 Units)</p> <p>The supplier shall also provide high-speed document scanners with the following features:</p> <p>.Automatic Document Feeder (ADF) for batch processing</p> <p>.duplex scanning capability (simultaneous front and back scanning)</p> <p>.high-resolution output suitable for archival purposes</p> <p>.compatibility with OCR and document management systems</p> <p>4.5 Network and Security Infrastructure</p> <p>The system shall support secure connectivity including:</p> <p>.secure network access</p> <p>.firewall integration</p> <p>.system monitoring and access control mechanisms</p> <p>.intrusion detection and prevention</p> <p>.role-based network access control</p> <p>5.0 SERVICE LEVEL AGREEMENT (SLA)</p> <p>The supplier shall provide a comprehensive Service Level Agreement (SLA) to ensure system performance, availability, and support.</p> <p>5.1 Core SLA Requirements</p> <p>The system shall meet the following minimum service levels</p> <table><thead><tr><th>Category</th><th>Requirement</th><th>Target Metric</th></tr></thead><tbody><tr><td>Response Time</td><td>Technical Support</td><td></td></tr><tr><td>Engagement</td><td></td><td>initial</td></tr></tbody></table> | Category          | Requirement   | Target Metric | Response Time | Technical Support |  | Engagement |  | initial |  |  |  |
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| Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Requirement       | Target Metric |               |               |                   |  |            |  |         |  |  |  |
| Response Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Technical Support |               |               |               |                   |  |            |  |         |  |  |  |
| Engagement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   | initial       |               |               |                   |  |            |  |         |  |  |  |

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| report<br>Capacity<br>Load<br>concurrent                                                                         | User<br>>/- 500                                               |  |  |  |
| Maintenance<br>Coverage<br>Training<br>Transfer<br>nsive                                                         | users<br>Support<br>3 years<br>Knowledge<br>Comprehe<br>nsive |  |  |  |
| for Supply Office                                                                                                |                                                               |  |  |  |
| and ICT personnel                                                                                                |                                                               |  |  |  |
| 5.2 Incident Severity and Resolution                                                                             |                                                               |  |  |  |
| The supplier shall adhere to the following incident management standards                                         |                                                               |  |  |  |
| Severity                                                                                                         | Definition                                                    |  |  |  |
|                                                                                                                  | Response Time                                                 |  |  |  |
| Critical (P1)                                                                                                    | System                                                        |  |  |  |
| inaccessible to all users                                                                                        | 48                                                            |  |  |  |
| hour                                                                                                             |                                                               |  |  |  |
| Low (P4)                                                                                                         | Minor issues or                                               |  |  |  |
| enhancements                                                                                                     | 5 day                                                         |  |  |  |
| 5.3 SLA Enforcement and Penalties                                                                                |                                                               |  |  |  |
| Failure to meet SLA requirements shall result in:                                                                |                                                               |  |  |  |
| .service                                                                                                         | credits                                                       |  |  |  |
| .payment                                                                                                         | deductions                                                    |  |  |  |
| .applicable contractual penalties                                                                                |                                                               |  |  |  |
| Repeated or prolonged SLA violations may constitute grounds for contract termination.                            |                                                               |  |  |  |
| 5.4 Technical SLA Requirements                                                                                   |                                                               |  |  |  |
| The supplier shall:                                                                                              |                                                               |  |  |  |
| .define and enforce resolution time commitments based on severity classification                                 |                                                               |  |  |  |
| .perform monthly database integrity checks to ensure data consistency and prevent orphaned or mismatched records |                                                               |  |  |  |
| .implement backup procedures in accordance with Section 3.0, including:                                          |                                                               |  |  |  |
| -daily incremental backups                                                                                       |                                                               |  |  |  |
| -weekly full backups                                                                                             |                                                               |  |  |  |
| -Recovery Point Objective (RPO)                                                                                  |                                                               |  |  |  |
| ? 48 hours                                                                                                       |                                                               |  |  |  |
| .provide quarterly security patches and bi-annual system                                                         |                                                               |  |  |  |

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|  | <p>updates</p> <p>.ensure full source code turnover prior to final system acceptance</p> <p>5.5 Compliance and Audit Support</p> <p>The supplier shall:</p> <p>.provide technical support during annual audits conducted by the Commission on Audit</p> <p>.assist in data extraction, reconciliation, and reporting as required by COA</p> <p>5.6 Security and System Assurance</p> <p>The supplier shall:</p> <p>.conduct annual Vulnerability Assessment and Penetration Testing (VAPT)</p> <p>.ensure compliance with the Republic Act No. 10173</p> <p>.implement data protection, encryption, and access control mechanisms</p> <p>.support audit trail export for COA inspection.</p> <p>5.7 System Sustainability and Maintenance</p> <p>The supplier shall:</p> <p>.implement a data archival strategy to maintain system performance over long-term use (5+ years)</p> <p>.ensure system scalability for increasing data volume and users</p> <p>.provide continuous system optimization</p> <p>5.8 Hardware Support and Replacement</p> <p>The supplier shall:</p> <p>.provide Next Business Day (NBD) on-site replacement for defective hardware components</p> <p>.ensure availability of spare parts and support services</p> <p>.minimize downtime of critical equipment</p> <p>6.0 COMPLIANCE AND FUNCTIONAL GOVERNANCE REQUIREMENTS</p> <p>6.1 COA/GAM Reporting Compliance</p> <p>The system shall automatically generate the following standard government reports:</p> <p>.Inventory Custodian Slip (ICS)</p> |  |  |  |
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| <p>.Property Acknowledgment Receipt (PAR)</p> <p>.Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)</p> <p>.Inventory and Inspection Report of Unserviceable Property (IIRUP)</p> <p>.Waste Materials Report (WMR)</p> <p>6.2 Financial and Accounting Integration</p> <p>The system shall integrate with accounting processes and support:</p> <p>.automatic depreciation computation using the Straight-Line Method in accordance with GAM</p> <p>.automated reconciliation between Supply Office records and Accounting Office ledgers</p> <p>.generation of asset lifecycle and lapsing schedules, including:</p> <ul style="list-style-type: none"> <li>-book value</li> <li>-accumulated depreciation</li> <li>-remaining useful life</li> </ul> <p>6.3 Disposal and Appraisal Management</p> <p>The system shall support a structured disposal workflow, including:</p> <p>.identification and tagging of unserviceable property</p> <p>.appraisal value recording and comparison with acquisition cost</p> <p>.tracking of disposal method, including:</p> <ul style="list-style-type: none"> <li>-public bidding</li> <li>-donation</li> <li>-destruction</li> </ul> <p>6.4 Technical Requirements for Inventory Cleansing</p> <p>The system shall support COA-compliant inventory cleansing activities, including:</p> <p>.mobile inventory application for real-time asset validation</p> <p>.support for barcode, QR, and RFID-based scanning</p> <p>.synchronization of mobile devices with the central system</p> <p>6.5 Accountability and Insurance Tracking</p> <p>The system shall:</p> <p>.support integration or tracking of</p> |  |  |  |
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|  | <p>government insurance coverage (e.g., GSIS) for highvalue assets</p> <p>.track property accountability per custodian, including assignment history</p> <p>.support clearance generation for personnel with outstanding property accountability.</p> <p>5.) UNIVERSITY FINANCE MANAGEMENT SYSTEM</p> <p>End-User: Finance and Budget Office</p> <p>1.0 GENERAL REQUIREMENTS:</p> <p>.The University Finance Management System (UFMS) shall provide an integrated enterprise financial management platform that automates the University's financial processes including Budget Management, Procurement Financial Monitoring, Accounting Operations, Accounts Payable, Accounts Receivable, Cashiering, Payroll Financial Integration, and Point-of-Sale Transactions.</p> <p>.The system shall provide real-time financial information, accurate financial reporting, and ensure compliance with national government financial regulations and auditing standards.</p> <p>.The System shall support the University's Smart Campus digital transformation initiative by integrating financial operations across all University units.</p> <p>.The System shall provide an automated notification and alert mechanism to support timely processing, monitoring, and approval of financial transactions.</p> <p>.The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The System shall:</p> <p>.Provide a web-based enterprise Finance Management System accessible through standard web browsers.</p> <p>.Support multi-user access with at least 300 concurrent users.</p> |  |  |  |
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|  | <p>.Implement a modular architecture consisting of:</p> <ul style="list-style-type: none"> <li>-Budget Management Module</li> <li>-Procurement Financial Monitoring Module</li> <li>-Accounting Module</li> <li>-Accounts Payable Module</li> <li>-Accounts Receivable Module</li> <li>-Cashiering Module</li> <li>-Point-of-Sale Module</li> <li>-Financial Reporting Module.</li> </ul> <p>.Support Application Programming Interface (API) integration with other University information systems.</p> <p>.Ensure system scalability to support future Smart Campus modules and additional users.</p> <p>.Support at least 300 concurrent users with a response time of not more than three (3) seconds for standard transactions.</p> <p>1.2 Perpetual License Fee</p> <p>The supplier shall provide:</p> <p>.A perpetual enterprise license allowing the University to use the system indefinitely.</p> <p>.The license shall support unlimited internal users within the University.</p> <p>.The license shall not require recurring subscription fees except for maintenance and technical support services.</p> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <p>.Install and deploy the system on University-approved infrastructure.</p> <p>.Support deployment via On-premise servers, or cloud infrastructure.</p> <p>.Configure:</p> <ul style="list-style-type: none"> <li>-user accounts and access permissions</li> <li>-financial transaction workflows</li> <li>-approval hierarchies</li> <li>-system security settings.</li> </ul> <p>1.4 User Workflow Integration</p> <p>The System shall implement workflows that match the University's financial operations including:</p> <p>.BAC procurement cycle</p> |  |  |  |
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|  | <p>.Budget preparation and obligation processes</p> <p>.Accounting procedures based on Government Accounting Manual (GAM)</p> <p>.Cashiering and collection operations</p> <p>.Inventory and property accountability</p> <p>.Disbursement and payment workflows.</p> <p>The System shall support configurable approval hierarchies for financial transactions.</p> <p>The System shall support integration with:</p> <p>.DBM eBudget system</p> <p>.DBM Budget and Treasury Management System (BTMS)</p> <p>.COA reporting processes</p> <p>.COA Electronic New Government Accounting System (ENGAS)</p> <p>.Authorized banking platforms for electronic payments.</p> <p>The System shall support data export, import, or interoperability mechanisms that allow synchronization or reconciliation with existing government accounting systems to ensure consistency of financial data and avoid duplication of accounting records.</p> <p>1.5 Training and Knowledge Transfer</p> <p>The supplier shall conduct at least five (5) structured training sessions for the following user groups:</p> <p>.Budget Office personnel</p> <p>.Accounting Office personnel</p> <p>.Cashier Unit personnel</p> <p>.Finance administrators</p> <p>.IT system administrators.</p> <p>Training materials shall include:</p> <p>.user manuals</p> <p>.system administration guides</p> <p>.video tutorials</p> <p>1.6 Post-Implementation Documentation</p> <p>The supplier shall provide complete system documentation including:</p> <p>.system architecture documentation</p> |  |  |  |
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|  | <p>.database schema</p> <p>.workflow diagrams</p> <p>.user manuals</p> <p>.system administration manuals</p> <p>.disaster recovery procedures.</p> <p>Documentation shall include guidelines for COA audit compliance.</p> <p>1.7 Testing and Commissioning</p> <p>The supplier shall perform the following tests:</p> <p>.system testing</p> <p>.integration testing</p> <p>.performance testing</p> <p>.User Acceptance Testing (UAT).</p> <p>The System shall be considered accepted only after successful completion of UAT and formal acceptance by the University.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services</p> <p>The supplier shall:</p> <p>.Conduct data assessment and migration planning.</p> <p>.Migrate at least five (5) years of historical financial data including:</p> <p>-budget records</p> <p>-accounting transactions</p> <p>-procurement financial records</p> <p>-receivables and payables records.</p> <p>.Perform data validation and reconciliation before system go-live.</p> <p>1.9 Project Management</p> <p>.The Supplier shall provide Project Management Services for the planning, implementation, deployment, and completion of the University Finance Management System.</p> <p>.The Supplier shall assign a dedicated Project Manager and implementation team responsible for coordinating all project activities with the University.</p> <p>.The Project Manager shall ensure that the system is implemented according to the approved project plan, schedule, and technical specifications.</p> <p>.The supplier shall submit project implementation plan, project</p> |  |  |  |
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|  | <p>schedule (Gantt chart), weekly progress reports.</p> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>.Must provide 3 years of warranty, technical support, and system updates.</p> <p>.Must include bug fixes, security patches, and performance tuning.</p> <p>.Must include a helpdesk/ticketing system with defined SLA (response and resolution times).</p> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All deliverables under this project shall be owned exclusively by the University.</p> <p>This shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>.Source code</li> <li>.Database and data structures</li> <li>.System configurations and settings</li> <li>.Custom modules, enhancements, and integrations</li> <li>.application programming interfaces (APIs)</li> <li>.system and technical documentation</li> </ul> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.provide full source code turnover prior to final system acceptance</li> <li>.ensure that all deliverables are free from third-party ownership restrictions, licensing limitations, or proprietary constraints that would prevent the University from using, modifying, or enhancing the system</li> <li>.grant the University full rights to use, modify, maintain, and further develop the system without requiring additional permissions or fees</li> </ul> <p>All intellectual property rights arising from the project shall be transferred to the University upon final acceptance and full payment</p> <p>No additional licensing fees shall be required for the continued use, modification, or expansion of the system.</p> |  |  |  |
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|  | <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <p>.The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway / ESB).</p> <p>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</p> <p>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</p> <p>.The System shall integrate with the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems.</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> </ul> |  |  |  |
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|  | <p>.With Deficiency<br/>.Conditionally Cleared<br/>The System shall synchronize clearance data with:<br/>.Finance (financial obligations)<br/>.Library (borrowed materials)<br/>.Inventory (property accountability)<br/>.Student Services (disciplinary, medical, etc.)<br/>1.14 Unified Notification and Alert Mechanism<br/>The System shall integrate with the University Notification Service and shall:<br/>.send real-time notifications via:<br/>-system dashboard<br/>-email<br/>-SMS<br/>.support configurable alerts for:<br/>-approvals<br/>-deficiencies<br/>-transactions<br/>-system events<br/>.allow role-based notification preferences<br/>.maintain notification logs for audit purposes<br/>2. FUNCTIONAL SPECIFICATIONS:<br/>2.1 Budget Management<br/>The System shall:<br/>.Support preparation of the Annual Procurement Plan (APP).<br/>.Support preparation of the Work and Financial Plan (WFP).<br/>.Allow budget loading using UACS codes.<br/>.Generate the following budget documents:<br/>-Obligation Request Status (ORS)<br/>-Budget Utilization Request Status (BURS).<br/>.Monitor:<br/>-budget allocations<br/>-obligations<br/>-allotment utilization.<br/>.Automatically validate Purchase Requests (PR) against available budget allocations.<br/>.Record budget realignment transactions with complete audit trail.<br/>2.2 General Ledger<br/>The System shall:</p> |  |  |  |
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|  | <p>.Maintain a comprehensive and fully integrated General Ledger for all financial transactions</p> <p>.Support a Government Accounting Manual (GAM)-compliant Chart of Accounts</p> <p>.Allow configuration of the Chart of Accounts, including:</p> <ul style="list-style-type: none"> <li>-Account code</li> <li>-Description</li> <li>-Account type</li> <li>-Parent account hierarchy</li> <li>-Contra accounts</li> <li>-Subsidiary tagging</li> <li>-Ordering and classification</li> </ul> <p>.Allow configuration of fees and income accounts, including:</p> <ul style="list-style-type: none"> <li>-Code and description</li> <li>-Type (e.g., tuition, miscellaneous, laboratory, other income, non-assessable, non-school-related)</li> <li>-Collection/income account mapping</li> <li>-Fund classification</li> <li>-Nature of collection</li> <li>-Priority level</li> </ul> <p>.Allow configuration of:</p> <ul style="list-style-type: none"> <li>-Accounts for allotments and obligations</li> <li>-Funds (e.g., General Fund, Trust Fund, IGP, Grants)</li> <li>-Banks and bank accounts</li> </ul> <p>.Support multi-fund accounting, including:</p> <ul style="list-style-type: none"> <li>-General Fund</li> <li>-Trust Fund</li> <li>-Income Generating Projects (IGP)</li> <li>-Grants</li> </ul> <p>.Record and process the following transactions:</p> <ul style="list-style-type: none"> <li>-Journal Entries and Journal Entry Vouchers (JEV)</li> <li>-Vouchers Payable</li> <li>-Cash and check disbursements</li> <li>-Check issuance, encashment, cancellation, and other bank transactions</li> </ul> <p>.Generate financial summaries and reports, including:</p> <ul style="list-style-type: none"> <li>-Breakdown and summary of obligations</li> <li>-Statement of Allotments,</li> </ul> |  |  |  |
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|  | <p>Obligations, and Balances (SAOB)</p> <p>.Maintain subsidiary ledgers for:</p> <ul style="list-style-type: none"> <li>-Employees</li> <li>-Students</li> <li>-Other relevant entities</li> </ul> <p>.Allow authorized administrators to configure and update accounting structures and policies, including:</p> <ul style="list-style-type: none"> <li>-Chart of accounts</li> <li>-Financial reporting classifications</li> <li>-Transaction categories</li> <li>-Policy parameters without requiring software redevelopment</li> </ul> <p>.Support future updates and compliance with:</p> <ul style="list-style-type: none"> <li>-Government Accounting Manual (GAM)</li> <li>-Commission on Audit (COA) guidelines</li> <li>-Department of Budget and Management (DBM) policies</li> </ul> <p>.Ensure all General Ledger transactions are:</p> <ul style="list-style-type: none"> <li>-Properly classified and validated</li> <li>-Fully traceable through audit logs</li> <li>-Integrated with other financial modules</li> </ul> <p>2.3 Financial Reporting</p> <p>The System shall generate the following reports:</p> <ul style="list-style-type: none"> <li>.Financial Statements</li> <li>-Income Statement</li> <li>-Balance Sheet</li> <li>-Trial Balance</li> <li>-Cash Flow Statement</li> <li>.Government Financial Reports</li> <li>-Budget and Financial Accountability Reports (BFAR)----</li> <li>-Budget Execution Documents (BED)</li> <li>-Statement of Allotments, Obligations and Balances (SAOB)</li> <li>-Status of Appropriations</li> <li>-Status of Allotment Releases</li> <li>.Monitoring Reports</li> <li>-Accounts Payable Monitoring</li> <li>-Accounts Receivable Monitoring</li> <li>-Aging of Accounts</li> <li>-Collection Reports by Cashier</li> <li>-Daily Collection Reports</li> </ul> |  |  |  |
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| <p>-Disbursement Reports</p> <p>.Accounting Reports</p> <p>-General Journal</p> <p>-Special Journals</p> <p>-General Ledger</p> <p>-Subsidiary Ledger</p> <p>-Bank Reconciliation Report</p> <p>-Depreciation Schedule</p> <p>-Amortization Report</p> <p>2.4 User Access Control</p> <p>The System shall:</p> <p>.Implement role-based access control.</p> <p>.Allow administrators to assign user roles and permissions.</p> <p>.Restrict access to system modules according to assigned roles.</p> <p>.Maintain complete and non-editable audit logs of all financial transactions, user activities, approvals, and system configuration changes.</p> <p>.Provide audit reporting and monitoring capabilities required for review by the Commission on Audit (COA) Resident Auditor and COA Information Technology Audit Teams.</p> <p>.Ensure traceability of all financial transactions from initiation to approval and posting in accordance with COA auditing requirements.</p> <p>2.5 Procurement Module Vendor Management:</p> <p>The System shall maintain a vendor database containing:</p> <p>.vendor identification information</p> <p>.contact details</p> <p>.payment terms</p> <p>.vendor transaction history.</p> <p>2.6 Procurement Module Purchase Order Management</p> <p>The System shall:</p> <p>.Generate Purchase Orders (PO).</p> <p>.Track purchase order approval workflow.</p> <p>.Validate procurement transactions against available budget allocations.</p> <p>.Integrate with the inventory management system to update stock levels upon receipt of</p> |  |  |  |
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|  | <p>goods.</p> <p>2.7 Procurement Module<br/>Receiving and Inspection<br/>The System shall:</p> <ul style="list-style-type: none"> <li>.Record receipt of goods based on approved Purchase Orders (PO)</li> <li>.Verify delivered quantities and item condition</li> <li>.Generate Inspection and Acceptance Reports (IAR)</li> <li>.Automatically update the Inventory Management System upon acceptance, including: <ul style="list-style-type: none"> <li>-Recording items as inventory or assets</li> <li>-Updating stock quantities, location, and unit cost</li> <li>-Assigning stock numbers or property/asset tags</li> </ul> </li> <li>.Ensure all transactions are linked to procurement records and are traceable for audit purposes</li> </ul> <p>2.8 Procurement Module<br/>Accounts Payable &amp; Cheque Management</p> <p>The System shall provide an Accounts Payable and Cheque Management module to support the processing of supplier payments and disbursement transactions.</p> <p>2.8.1 The System shall:</p> <ul style="list-style-type: none"> <li>.process vendor invoices for approved procurement transactions</li> <li>.perform three-way matching of the following documents prior to payment processing: <ul style="list-style-type: none"> <li>-Purchase Order (PO)</li> <li>-Receiving Report / Inspection and Acceptance Report (IAR)</li> <li>-Vendor Invoice</li> </ul> </li> <li>.generate Commission on Audit (COA) compliant Disbursement Vouchers (DV)</li> <li>.support payment methods including: <ul style="list-style-type: none"> <li>-cheque payments</li> <li>-electronic fund transfer (EFT)</li> <li>-bank transfer and electronic payment systems</li> </ul> </li> <li>.maintain reconciliation and monitoring of vendor accounts and outstanding liabilities.</li> </ul> <p>2.8.2 Cheque Maker and</p> |  |  |  |
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|  | <p>Management Utility</p> <p>The System shall provide a Cheque Maker and Management utility to support secure cheque preparation and disbursement operations.</p> <p>.Automated Cheque Preparation</p> <p>The system shall automatically populate cheque details-including Payee, Amount in Words (auto-converted from figures), Amount in Figures, and Date-based on approved Disbursement Vouchers (DV).</p> <p>.Template Customization</p> <p>The system shall support configurable cheque printing templates to ensure proper alignment with cheque formats of authorized banking institutions.</p> <p>.Sequential Control</p> <p>The system shall automatically track and assign the next available cheque number based on the selected bank account and fund source (e.g., General Fund, Trust Fund).</p> <p>.Batch Printing</p> <p>The system shall support batch processing and printing of multiple cheques simultaneously to support high-volume disbursements.</p> <p>.Security and Access Control</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>-restrict cheque printing access to authorized personnel through role-based access control (RBAC)</li> <li>-maintain a digital Cheque Register recording issued, cancelled, and voided cheques</li> <li>-maintain a non-editable audit trail of cheque transactions.</li> </ul> <p>.Bank Reconciliation Integration</p> <p>The system shall automatically link issued cheques with the Bank Reconciliation module to enable monitoring of cheque status, including outstanding and cleared cheques.</p> <p>2.9 Accounts Receivable &amp; Cashiering</p> <p>The System shall:</p> |  |  |  |
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|  | <p>.Record receivables from:<br/>         -student tuition and fees<br/>         -grants<br/>         -other university income.<br/>         .Maintain individual student account records integrated with the Student Information System.<br/>         .Generate Official Receipts (OR).<br/>         .Integrate with the ARIS Cashiering System.<br/>         .Provide real-time monitoring of collections and outstanding receivables.</p> <p>2.10 Point-of-Sale (POS) Module<br/>         Product and Service Catalog<br/>         The System shall maintain a product and service catalog including product descriptions, pricing, tax settings, discount configurations.</p> <p>2.11 Point-of-Sale (POS) Module<br/>         Sales Transactions<br/>         The System shall:<br/>         .record POS transactions<br/>         .support cash, card, and electronic payments<br/>         .generate sales receipts and invoices.</p> <p>2.12 Point-of-Sale (POS) Module<br/>         Inventory Management<br/>         The System shall:<br/>         .track inventory levels in real time<br/>         .generate inventory reports<br/>         .automatically trigger purchase requests when stock levels reach predefined thresholds.</p> <p>3.0 ENTERPRISE BACKUP AND DISASTER RECOVERY REQUIREMENTS<br/>         The University Finance Management System shall implement enterprise-level data protection mechanisms to ensure the integrity, security, and availability of financial data and transaction records.<br/>         The System shall:<br/>         -implement automated backup mechanisms for system databases and financial records.<br/>         -support daily incremental backups and weekly full system backups of financial databases.<br/>         -allow backup copies to be stored</p> |  |  |  |
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|  | <p>in secure secondary storage locations or backup servers.</p> <ul style="list-style-type: none"> <li>-support system restoration procedures to recover financial data in case of system failure or data loss.</li> <li>-maintain data integrity verification mechanisms to ensure that backup files are complete and recoverable.</li> <li>-support disaster recovery procedures that enable restoration of system services within a reasonable time frame after a system failure.</li> <li>-ensure that backup and recovery processes protect sensitive financial information in compliance with COA auditing requirements and applicable data protection regulations.</li> </ul> <p>4.0 SYSTEM INFRASTRUCTURE REQUIREMENTS</p> <p>The supplier shall ensure that the University Finance Management System operates on enterprise-grade infrastructure capable of supporting financial transaction processing, reporting, and data storage.</p> <p>The system infrastructure shall support multi-user financial operations across University offices.</p> <p>The supplier shall provide recommended infrastructure specifications for the deployment and operation of the system.</p> <p>4.1 Network and Security Infrastructure</p> <p>The system shall support secure connectivity and system protection mechanisms including:</p> <ul style="list-style-type: none"> <li>-secure network access to the Finance Management System</li> <li>-integration with University network security controls</li> <li>-monitoring of system availability and connectivity</li> <li>-protection of financial data through appropriate access control mechanisms.</li> </ul> <p>4.2 Financial Operations Workstations (35 Units)</p> |  |  |  |
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|  | <p>The supplier shall provide dedicated workstations for financial operations, supporting Accounting, Budget, Cashiering, and Disbursement units. These workstations shall be used for:</p> <ul style="list-style-type: none"> <li>.financial transaction processing</li> <li>.disbursement and cheque preparation</li> <li>.financial reporting and reconciliation</li> <li>.monitoring of procurement and budget transactions</li> </ul> <p>Each workstation shall include:<br/>Specifications:</p> <ul style="list-style-type: none"> <li>.Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed</li> <li>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</li> <li>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</li> <li>.Storage: at least 1TB NVMe PCIe Gen5 SSD</li> <li>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</li> <li>.Power Protection: 1500VA Line-Interactive UPS with AVR</li> <li>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</li> <li>.With Ergonomic Office Chair</li> <li>.With Ergonomic PC Table</li> </ul> <p>4. 3 Specialized Secure MICR Printer (for Cheque Maker - 4 units)</p> <p>The supplier shall provide specialized MICR printers to support cheque printing for disbursement operations. The printers shall support:</p> <ul style="list-style-type: none"> <li>MICR Capability</li> <li>.printing of cheque routing and account numbers using MICR toner (iron oxide)</li> <li>.support for E-13B and CMC-7 MICR fonts</li> <li>Security Features</li> <li>.secure paper tray locks to protect blank cheque stock</li> <li>.automated alerts if non-MICR</li> </ul> |  |  |  |
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|  | <p>cartridges are installed</p> <p>.capability to print anti-fraud security watermarks</p> <p>System Integration</p> <p>The printers shall integrate with the Cheque Maker and Disbursement module of the UFMS.</p> <p>5.0 SERVICE LEVEL AGREEMENT AND SYSTEM PERFORMANCE</p> <p>The supplier shall provide Service Level Agreement (SLA) support covering system performance, maintenance services, and technical assistance for a minimum period of three (3) years.</p> <p>5.1 System Performance Requirements</p> <p>The University Finance Management System shall meet the following minimum performance standards:</p> <p>.Support at least three hundred (300) concurrent users performing financial transactions.</p> <p>.Maintain system availability of at least ninety-nine percent (99%) during operational hours, excluding scheduled maintenance.</p> <p>.Ensure system scalability to support future Smart Campus integrations and increased transaction volume.</p> <p>5.2 Helpdesk and Technical Support</p> <p>The supplier shall provide:</p> <p>.a dedicated helpdesk for reporting incidents and technical issues.</p> <p>.technical assistance through remote support and on-site support when required.</p> <p>.system monitoring and troubleshooting services.</p> <p>5.3 Incident Response and Resolution Time</p> <p>The supplier shall adhere to the following service response standards:</p> <p>Severity</p> <p>Level                      Description</p> <p>                                    Response Time</p> |  |  |  |
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|  | <p>Critical System unavailability or major 48 hours functionality failure</p> <p>Low Minor issues or enhancement 5 Days requests</p> <p>5.4 System Updates and Maintenance</p> <p>The supplier shall provide:</p> <ul style="list-style-type: none"> <li>.regular system updates and patches</li> <li>.security updates to protect financial data</li> <li>.performance tuning and system optimization</li> <li>.preventive maintenance services.</li> </ul> <p>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES</p> <p>The supplier shall deliver a fully operational University Finance Management System including software deployment, configuration, integration, training, and documentation.</p> <p>6.1 Project Deliverables</p> <p>The supplier shall deliver the following:</p> <ul style="list-style-type: none"> <li>.fully deployed UFMS platform</li> <li>.configured financial modules and workflows</li> <li>.integrated external systems and APIs</li> <li>.migrated historical financial data</li> <li>.system documentation and manuals</li> <li>.training completion for designated University personnel.</li> </ul> <p>6.2 Testing and Validation Deliverables</p> <p>The supplier shall provide the following during implementation:</p> <ul style="list-style-type: none"> <li>.system testing reports</li> <li>.integration testing results</li> <li>.performance testing results</li> <li>.User Acceptance Testing (UAT) documentation.</li> </ul> <p>6.3 Data Migration Deliverables</p> <p>The supplier shall submit:</p> <ul style="list-style-type: none"> <li>.data migration plan</li> <li>.validation and reconciliation reports</li> <li>.confirmation of successful</li> </ul> |  |  |  |
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|  | <p>migration of at least five (5) years of historical financial data.</p> <p>6.4 Documentation Deliverables<br/>The supplier shall submit the following documentation:<br/>.system architecture documentation<br/>.database schema documentation<br/>.workflow and process diagrams<br/>.user manuals<br/>.system administration manuals<br/>.backup and disaster recovery procedures.</p> <p>6.5 Final System Acceptance<br/>Final system acceptance shall occur after:<br/>.successful completion of system testing<br/>.successful completion of User Acceptance Testing (UAT)<br/>.verification that all required modules and integrations are operational.<br/>The University shall issue a Certificate of Final Acceptance upon confirmation that the system meets all technical and functional requirements.</p> <p>6.) UNIVERSITY LIBRARY MANAGEMENT INFORMATION SYSTEM<br/>End-User: University Library</p> <p>1.0 GENERAL SYSTEM REQUIREMENTS:<br/>The University Library Management Information System (ULMIS) shall be a comprehensive, webbased, and integrated platform designed to automate the management of library services, resources, and collections.<br/>The system shall support:<br/>-catalog management and bibliographic processing compliant with MARC21 standards<br/>-circulation management through Online Public Access Catalog (OPAC)<br/>-management of both physical and electronic resources<br/>-access to institutional research materials and digital resources</p> |  |  |  |
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|  | <p>-library analytics and reporting</p> <p>-secure and scalable system architecture.</p> <p>-maintain a comprehensive audit trail capturing all user activities including login, transactions, record updates, deletions, and administrative actions</p> <p>The system shall support the University's Smart Campus digital transformation initiative by integrating library operations with institutional information systems and providing digital access to library services.</p> <p>The system must support multi-user concurrent access, high availability, and scalable deployment.</p> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The System shall:</p> <p>-Provide a web-based enterprise Library Management System accessible through standard web browsers.</p> <p>-Support multi-user access with at least 300 concurrent users.</p> <p>-Implement a modular architecture consisting of:</p> <p>.Dashboard and Monitoring Module</p> <p>.Catalog Management Module</p> <p>.Item and Inventory Management Module</p> <p>.User Management Module</p> <p>.Circulation Management Module</p> <p>.Online Public Access Catalog (OPAC)</p> <p>.Digital Repository Module</p> <p>.Digital Resources Management Module</p> <p>.RFID Library Automation Module</p> <p>.Self-Service Library Kiosk Module</p> <p>.Queue Management Module</p> <p>.Reporting and Analytics Module</p> <p>.Notification System Module.</p> <p>-Support Application Programming Interface (API) integration with other University information systems.</p> |  |  |  |
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|  | <p>-Ensure system scalability to support future Smart Campus modules.</p> <p>-Support at least 300 concurrent users with a response time not exceeding three (3) seconds for standard transactions</p> <p>1.2 Perpetual License Fee<br/>The supplier shall provide:</p> <ul style="list-style-type: none"> <li>-a perpetual enterprise license allowing the University to use the system indefinitely.</li> <li>-the license shall support unlimited internal users within the University.</li> <li>-the license shall not require recurring subscription fees except for support and maintenance services.</li> </ul> <p>1.3 Installation and Configuration Services<br/>The supplier shall:</p> <ul style="list-style-type: none"> <li>-install and deploy the system on University-approved infrastructure.</li> <li>-support deployment via on-premise servers, hybrid or cloud infrastructure.</li> <li>-configure: <ul style="list-style-type: none"> <li>user accounts and access permissions</li> <li>library circulation policies</li> <li>cataloging workflows</li> <li>RFID integration</li> <li>system security settings</li> </ul> </li> </ul> <p>1.4 User Workflow Integration<br/>The System shall implement workflows aligned with library operations including:</p> <ul style="list-style-type: none"> <li>-cataloging and classification of resources</li> <li>-borrowing and returning of materials</li> <li>-reservation and circulation monitoring</li> <li>-digital repository submissions</li> <li>-electronic resource access.</li> </ul> <p>The System shall support integration with:</p> <ul style="list-style-type: none"> <li>-Academic Records Information System (ARIS)--</li> <li>-Human Resource Information System (HRIS)</li> <li>-University authentication services (LDAP / Active Directory)</li> </ul> |  |  |  |
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|  | <p>Smart Campus portal.<br/>The System shall support Single Sign-On (SSO) authentication.</p> <p>1.5 Training and Knowledge Transfer<br/>The supplier shall conduct at least five (5) structured training sessions for the following user groups: librarians, library administrators, IT system administrators. faculty users, student assistants. Training materials shall include user manuals, administration manuals, training videos.</p> <p>1.6 Post-Implementation Documentation<br/>The supplier shall provide complete documentation including:<br/>-system architecture documentation<br/>-database schema<br/>-workflow diagrams<br/>-user manuals<br/>-administration manuals<br/>-disaster recovery procedures.</p> <p>1.7 Testing and Commissioning<br/>The supplier shall perform:<br/>-system testing<br/>-integration testing<br/>-performance testing<br/>-security testing<br/>-User Acceptance Testing (UAT).<br/>Final system acceptance shall occur only after successful completion of UAT.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services<br/>The Supplier shall provide comprehensive data migration services to transfer existing library data from the University's current library system into the new University Library Management Information System (ULMIS). The migration process shall ensure that all relevant historical and operational data are transferred accurately while maintaining data integrity, completeness, and consistency.</p> <p>1.8.1 Scope of Data Migration<br/>The Supplier shall migrate all relevant data from the existing</p> |  |  |  |
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|  | <p>library system, including but not limited to the following:</p> <p>1. Bibliographic Records<br/>The Supplier shall migrate all bibliographic records including:</p> <ul style="list-style-type: none"> <li>.books</li> <li>.journals and periodicals</li> <li>.theses and dissertations</li> <li>.audiovisual materials</li> <li>.electronic resources.</li> </ul> <p>The migration shall preserve bibliographic metadata fields including:</p> <ul style="list-style-type: none"> <li>.title</li> <li>.author</li> <li>.publication information</li> <li>.ISBN/ISSN</li> <li>.subject headings</li> <li>.classification numbers</li> <li>.keywords and descriptors.</li> </ul> <p>Bibliographic metadata must be converted and validated to ensure compliance with:</p> <ul style="list-style-type: none"> <li>.MARC21 bibliographic format</li> <li>.Dublin Core metadata schema where applicable.</li> </ul> <p>2. Item and Holdings Records<br/>The Supplier shall migrate item-level information associated with bibliographic records.<br/>The migrated item records shall include:</p> <ul style="list-style-type: none"> <li>.barcode identifiers</li> <li>.RFID identifiers where available</li> <li>.call numbers</li> <li>.shelf locations</li> <li>.acquisition dates</li> <li>.item status.</li> </ul> <p>3. User Accounts</p> <p>4. Circulation History<br/>The Supplier shall migrate circulation transaction records including:</p> <ul style="list-style-type: none"> <li>.borrowing transactions</li> <li>.return transactions</li> <li>.renewal records</li> <li>.reservation records</li> <li>.overdue records</li> <li>.penalty records.</li> </ul> <p>The migration shall preserve historical circulation records to allow the University to maintain complete transaction history.</p> <p>5. Digital Repository Records</p> |  |  |  |
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|  | <p>1.8.2 Data Integrity and Verification</p> <p>The Supplier shall ensure that:</p> <ul style="list-style-type: none"> <li>.all records are transferred accurately</li> <li>.relationships between records are preserved</li> <li>.no data is lost during migration.</li> </ul> <p>The vendor shall provide verification reports including:</p> <ul style="list-style-type: none"> <li>.number of records migrated</li> <li>.number of records rejected</li> <li>.validation results.</li> </ul> <p>1.8.3 Documentation and Deliverables</p> <p>The Supplier shall provide the following migration documentation:</p> <ul style="list-style-type: none"> <li>.Data migration plan</li> <li>.Data mapping document</li> <li>.Migration test reports</li> <li>.Data validation reports</li> <li>.Final migration report</li> </ul> <p>All documentation shall be submitted to the University prior to project acceptance.</p> <p>1.9 Project Management</p> <p>The supplier shall provide Project Management Services to oversee implementation of the Library Management System.</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>-assign a dedicated Project Manager--</li> <li>-submit project implementation plan and Gantt chart</li> <li>-conduct regular progress reporting</li> <li>-coordinate with the University Technical Working Group.</li> </ul> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>system updates</p> <p>The supplier shall provide three (3) years warranty and technical support, including:</p> <ul style="list-style-type: none"> <li>-system updates</li> <li>-bug fixes</li> <li>-security patches</li> <li>-helpdesk support with defined SLA.</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All deliverables under this project shall be owned exclusively by the University.</p> |  |  |  |
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|  | <p>This shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>.Source code</li> <li>.Database and data structures</li> <li>.System configurations and settings</li> <li>.Custom modules, enhancements, and integrations</li> <li>.application programming interfaces (APIs)</li> <li>.system and technical documentation</li> </ul> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.provide full source code turnover prior to final system acceptance</li> <li>.ensure that all deliverables are free from third-party ownership restrictions, licensing limitations, or proprietary constraints that would prevent the University from using, modifying, or enhancing the system</li> <li>.grant the University full rights to use, modify, maintain, and further develop the system without requiring additional permissions or fees</li> </ul> <p>All intellectual property rights arising from the project shall be transferred to the University upon final acceptance and full payment. No additional licensing fees shall be required for the continued use, modification, or expansion of the system.</p> <p><b>1.12 Smart Campus Integration and Interoperability Requirements</b></p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <ul style="list-style-type: none"> <li>.The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway / ESB).</li> <li>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</li> <li>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</li> </ul> |  |  |  |
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|  | <p>.The System shall integrate with the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems.</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary, medical, etc.)</li> </ul> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via:</li> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> |  |  |  |
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|  | <p>.support configurable alerts for:</p> <ul style="list-style-type: none"> <li>-approvals</li> <li>-deficiencies</li> <li>-transactions</li> <li>-system events</li> </ul> <p>.allow role-based notification preferences</p> <p>.maintain notification logs for audit purposes</p> <p>2.0 FUNCTIONAL REQUIREMENTS</p> <p>2.1 Dashboard and Monitoring Module</p> <p>The system shall provide a role-based dashboard accessible to authorized users including librarians, administrators, and system administrators.</p> <p>The system shall:</p> <p>Display real-time operational metrics including:</p> <ul style="list-style-type: none"> <li>.number of items currently borrowed</li> <li>.number of overdue materials</li> <li>.active users</li> <li>.reservation statistics.</li> </ul> <p>-Display analytics on:</p> <ul style="list-style-type: none"> <li>.most searched keywords</li> <li>.most borrowed resources</li> <li>.peak library usage periods.</li> </ul> <p>-Allow users to customize dashboard widgets according to role.</p> <p>Allow exporting dashboard data to PDF, Excel, CSV.</p> <p>Allow administrators to configure which indicators appear on the dashboard.</p> <p>2.2 Catalog Management Module</p> <p>The system shall provide tools for authorized library staff to create, edit, and manage bibliographic records.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Support bibliographic metadata using:</li> <li>-MARC21 standard</li> <li>-Dublin Core schema.</li> </ul> <p>.Allow authorized users to:</p> <ul style="list-style-type: none"> <li>-create bibliographic records</li> <li>-edit bibliographic records</li> <li>-delete bibliographic records.</li> </ul> <p>.Allow bulk import of bibliographic records using:</p> <ul style="list-style-type: none"> <li>-CSV files</li> </ul> |  |  |  |
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| <p>-Excel files</p> <p>-MARC files.</p> <p>.Provide authority control features for:</p> <p>-authors</p> <p>-subjects</p> <p>-publishers.</p> <p>.Allow catalogers to batch update or delete multiple records.</p> <p>.Prevent deletion of records that are linked to active circulation items.</p> <p>.Maintain version history of catalog record updates.</p> <p>2.3 Item and Inventory Management</p> <p>The system shall manage individual physical items associated with bibliographic records.</p> <p>The system shall:</p> <p>.Create item-level records containing:</p> <p>-item barcode or RFID tag</p> <p>-call number</p> <p>-shelf location</p> <p>-item status.</p> <p>.Track item status including:</p> <p>-available</p> <p>-checked-out</p> <p>-reserved</p> <p>-lost</p> <p>-damaged</p> <p>-under repair</p> <p>.Record complete circulation history for each item.</p> <p>.Support batch processing of item check-in and check-out.</p> <p>.Support inventory audit using barcode or RFID scanning devices.</p> <p>.Generate inventory discrepancy reports.</p> <p>2.4 User Management Module</p> <p>The system shall provide tools for managing user accounts.</p> <p>The system shall:</p> <p>.Allow creation of user accounts for:</p> <p>-students</p> <p>-faculty</p> <p>-staff</p> <p>-alumni.</p> <p>.Automatically synchronize user accounts through integration with:</p> |  |  |  |
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|  | <p>-Academic Records Information System (ARIS)</p> <p>-Human Resource Information System (HRIS).</p> <p>.Support Single Sign-On (SSO) integration using:</p> <p>-LDAP</p> <p>-Active Directory</p> <p>-OAuth-based authentication.</p> <p>.Assign user roles and permissions including:</p> <p>-librarian</p> <p>-student</p> <p>-faculty</p> <p>-system administrator.</p> <p>.Provide each user with a digital library card accessible via web or mobile interface.</p> <p>2.5 Circulation Management Module</p> <p>The system shall automate circulation services including borrowing and returning library materials.</p> <p>The system shall:</p> <p>.Allow authorized staff or self-service kiosks to:</p> <p>-check out items</p> <p>-check in items.</p> <p>.Allow users to renew borrowed items through:</p> <p>-OPAC</p> <p>-self-service kiosks.</p> <p>.Allow users to reserve items currently checked out.</p> <p>.Automatically update item status after each transaction.</p> <p>.Automatically compute overdue penalties based on configurable rules.</p> <p>.Generate notifications for:</p> <p>-due dates</p> <p>-overdue items</p> <p>-reservation availability.</p> <p>.Maintain a complete log of circulation transactions.</p> <p>2.6 Online Public Access Catalog (OPAC)</p> <p>The system shall provide an Online Public Access Catalog accessible to users via web browsers and mobile devices.</p> <p>The system shall allow users to search library resources using:</p> <p>.keyword</p> |  |  |  |
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|  | <p>.title<br/>.author<br/>.subject<br/>.call number<br/>.publication year.<br/>The system shall allow users to:<br/>.Filter search results by:<br/>-resource type<br/>-availability<br/>-publication year<br/>-language.<br/>.Save search results.<br/>.Create reading lists.<br/>.Export citations in standard formats including:<br/>-APA<br/>-MLA.<br/>.Submit interlibrary loan requests if enabled.</p> <p>2.7 Digital Repository Module<br/>The system shall provide a digital repository for storing and accessing institutional research outputs.<br/>The repository shall support:<br/>.theses<br/>.dissertations<br/>.faculty publications<br/>.research reports<br/>.multimedia resources<br/>.conference papers<br/>.institutional documents.<br/>The system shall:<br/>.Allow authorized staff to upload digital files.--<br/>.Allow users to search digital materials using metadata or full-text search.<br/>.Support controlled access to restricted research materials.<br/>.Record download statistics for digital items.</p> <p>2.8 Digital Resources Management Module<br/>The system shall manage access to licensed and subscribed electronic resources..<br/>The system shall support:<br/>.electronic books<br/>.electronic journals<br/>.online academic databases<br/>.open-access resources<br/>.multimedia learning resources<br/>The system shall:<br/>.Allow librarians to register</p> |  |  |  |
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|  | <p>electronic resources with metadata.--</p> <p>.Allow linking of electronic resources to OPAC search results.</p> <p>.Support authentication methods including:</p> <ul style="list-style-type: none"> <li>-IP authentication</li> <li>-proxy access</li> <li>-Single Sign-On.</li> </ul> <p>.Record usage statistics including:</p> <ul style="list-style-type: none"> <li>-downloads</li> <li>-views</li> <li>-user access patterns.</li> </ul> <p>2.9 Embedded Multidisciplinary E-Library Portal</p> <p>The system shall provide a unified E-Library Portal that allows users to access digital resources and institutional research materials through a single interface. The E-Library portal shall:</p> <p>.Provide unified search across</p> <ul style="list-style-type: none"> <li>-digital repository</li> <li>-electronic databases</li> <li>-OPAC resources</li> </ul> <p>.Allow users to search by</p> <ul style="list-style-type: none"> <li>-keyword</li> <li>-author</li> <li>-subject</li> <li>-publication year.</li> </ul> <p>.Allow viewing or downloading of digital materials based on access permissions.</p> <p>The portal shall provide:</p> <ul style="list-style-type: none"> <li>-digital reading interface</li> <li>-resource discovery tools</li> <li>-usage analytics.</li> </ul> <p>2.10 RFID Library Automation Module</p> <p>The system shall support integration with RFID hardware. The system shall:</p> <p>.Register RFID tags associated with library items.----</p> <p>.Allow automated check-in and check-out using RFID readers.</p> <p>.Support RFID security gates for theft detection.</p> <p>.Allow inventory scanning using handheld RFID devices.</p> <p>.Automatically update item status after RFID transactions.</p> <p>2.11 Self-Service Library Kiosk Module</p> |  |  |  |
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|  | <p>The system shall support self-service kiosks.</p> <p>The Self-Service Library Kiosk: Shall allow users to:</p> <ul style="list-style-type: none"> <li>.borrow materials</li> <li>.return materials</li> <li>.view borrowing history</li> <li>.check account status--</li> </ul> <p>Must be connected to the university network:</p> <ul style="list-style-type: none"> <li>.LAN connection</li> <li>.secure WiFi</li> <li>.VPN if remote access is used</li> </ul> <p>Real-time connectivity ensures instant database updates.</p> <p>Must run a specialized user interface application that allows:</p> <ul style="list-style-type: none"> <li>.login</li> <li>.scan books</li> <li>.perform transactions</li> <li>.display user information</li> </ul> <p>.This software communicates with the LMIS server.</p> <p>Must support:</p> <ul style="list-style-type: none"> <li>.student ID verification</li> <li>.role-based access</li> <li>.encrypted communication</li> <li>.transaction logging</li> </ul> <p>Must update the central LMIS database in real time.</p> <p>Must allow Library administrators to manage kiosks from the LMIS, to include:</p> <ul style="list-style-type: none"> <li>.enable/disable kiosk</li> <li>.view transaction logs</li> <li>.monitor usage</li> <li>.configure borrowing rules</li> <li>.update kiosk software</li> </ul> <p>Must include security considerations such as:</p> <ul style="list-style-type: none"> <li>.auto logout after inactivity</li> <li>.secure user authentication</li> <li>.restricted operating system access</li> <li>.anti-tampering hardware</li> <li>.transaction audit logs</li> </ul> <p>The system shall utilize the self-service kiosks specified under Section 4.0.</p> <p>2.12 Interactive Library Resource Locator</p> <p>The system shall support an interactive library map that assists users in locating materials.</p> <p>The system shall:</p> |  |  |  |
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| <p>.Display the physical layout of the library.--</p> <p>.Show shelf locations for selected resources.</p> <p>.Indicate real-time availability of materials.</p> <p>.Allow users to search for items and display navigation guidance. The library shall include an interactive digital board for locating resources.</p> <p>Minimum specifications:</p> <p>.55-inch interactive display</p> <p>.touchscreen capability</p> <p>.4K resolution</p> <p>.integrated library floor map</p> <p>.wall-mounted installation.</p> <p>2.13 Queue Management System</p> <p>The system shall manage queues for library services.</p> <p>The system shall:</p> <p>.Issue digital queue numbers.</p> <p>.Display queue status on display screens.</p> <p>.Allow librarians to call queue numbers through a service interface.</p> <p>.Provide analytics on queue waiting times and service efficiency.</p> <p>2.14 Reporting and Analytics Module</p> <p>The system shall provide a reporting module capable of generating operational and statistical reports.</p> <p>The system shall generate reports including:</p> <p>.circulation statistics</p> <p>.most borrowed materials</p> <p>.collection usage statistics</p> <p>.acquisition reports</p> <p>.user activity statistics</p> <p>.digital resource usage.</p> <p>The system shall:</p> <p>.Allow filtering of reports by date range, user category, and material type.</p> <p>.Provide graphical visualizations including charts and graphs.--</p> <p>.Allow scheduled report generation.</p> <p>.Allow export of reports in PDF, Excel, CSV</p> <p>2.15 Notification System</p> |  |  |  |
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|  | <p>The system shall support automated notifications to library users and administrators through multiple communication channels. The system shall support the following notification channels:</p> <ul style="list-style-type: none"> <li>.email notifications</li> <li>.SMS notifications</li> <li>.in-system alerts.</li> </ul> <p>The system shall generate notifications for the following events:</p> <ul style="list-style-type: none"> <li>.item due date reminders</li> <li>.overdue item alerts</li> <li>.reservation availability notifications</li> <li>.account updates</li> <li>.system announcements.</li> </ul> <p>Authorized administrators shall be able to configure notification templates and schedules. The system shall maintain a log of all notifications sent for auditing and monitoring purposes.</p> <h3>3.0 ENTERPRISE BACKUP AND DISASTER RECOVERY REQUIREMENTS</h3> <p>The University Library Management Information System shall implement enterprise-level data protection mechanisms to ensure the integrity, security, and availability of library data, digital resources, and transaction records.</p> <p>The system shall support automated backup and disaster recovery mechanisms to protect library collections, bibliographic records, digital repository content, and user transaction data. The System shall:</p> <ul style="list-style-type: none"> <li>-implement automated backup mechanisms for system databases and digital repository records.</li> <li>-support daily incremental backups and weekly full system backups of the library database and digital repository.</li> <li>-allow backup copies to be stored in secure secondary storage locations or backup servers.</li> <li>-support backup of the following</li> </ul> |  |  |  |
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|  | <p>critical system components:</p> <ul style="list-style-type: none"> <li>.bibliographic records</li> <li>.item and holdings records</li> <li>.circulation transactions</li> <li>.user account information</li> <li>.digital repository files</li> <li>.system configuration settings.</li> </ul> <p>-support system restoration procedures to recover data in case of system failure, data corruption, or hardware malfunction.</p> <p>-maintain data integrity verification mechanisms to ensure that backup files are complete and recoverable.</p> <p>-support disaster recovery procedures that allow restoration of system services within an acceptable recovery time after system failure.</p> <p>-ensure that backup and recovery processes comply with the University's information security policies and the Data Privacy Act of 2012 (RA 10173).</p> <p>-support secure storage and protection of backup files to prevent unauthorized access, alteration, or loss of sensitive information.</p> <p><b>4.0 ICT INFRASTRUCTURE, EQUIPMENT, AND SMART LIBRARY FACILITIES</b></p> <p>The supplier shall provide all necessary ICT infrastructure, equipment, smart library facilities, and related installation works required for the full implementation of the University Library Management Information System. All equipment shall be brand-new, unused, and of current production models.</p> <p><b>4.1 High-End Multimedia Workstations (20 Units)</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed</li> <li>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</li> <li>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</li> </ul> |  |  |  |
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| <p>.Storage: at least 1TB NVMe PCIe Gen5 SSD</p> <p>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</p> <p>.Power Protection: 1500VA Line-Interactive UPS with AVR</p> <p>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</p> <p>.With Ergonomic Office Chair</p> <p>.With Ergonomic PC Table</p> <p>4.2 Collaborative Study Pods (2 Units)</p> <p>Each study pod shall include:</p> <p>.U-shaped modular seating arrangement</p> <p>.center table suitable for laptop use</p> <p>.provision for mounting a 55-inch display monitor</p> <p>.integrated power outlets and USB charging ports.</p> <p>The furniture materials shall be:</p> <p>.commercial-grade upholstery</p> <p>.high-density foam cushioning</p> <p>.reinforced steel or hardwood frame.</p> <p>Please see attached for Figure 1: Pods U-shaped</p> <p>4.3 Acoustic Study Pods (3 Units)</p> <p>The supplier shall provide three (3) acoustic study pods designed for individual study or virtual meetings.</p> <p>Each pod shall include:</p> <p>.sound-insulated panels</p> <p>.integrated ventilation system</p> <p>.LED lighting</p> <p>.desk surface for laptop use</p> <p>.electrical outlets and USB charging ports</p> <p>The acoustic insulation shall reduce ambient noise levels for private study activities</p> <p>Please see attached for Figure 2: 3pods Acoustic Study Pods</p> <p>4.4 Smart Study Carrels (15 Units)</p> <p>The supplier shall provide fifteen (15) smart study carrels.</p> <p>Each carrel shall include:</p> <p>.individual desk workspace</p> <p>.integrated LED lighting</p> <p>.built-in electrical outlets</p> |  |  |  |
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| <p>.wireless charging capability<br/>.ergonomic seating.<br/>The study carrels shall support extended individual study sessions<br/>Please see attached for Figure 3:<br/>Smart Carrels<br/>4.5 Library Social Lounge Area<br/>The supplier shall provide one (1) modular lounge seating set designed for flexible library activities including group discussions and informal learning.<br/>The furniture shall allow rearrangement of seating configurations to support library events and collaborative learning activities<br/>Please see attached for Figure 4:<br/>High-End Multimedia Workstations (20 Units) With Chair and Table<br/>4.6 Self-Service Library Kiosk (2 Units)<br/>The supplier shall provide self-service library kiosks designed to support automated borrowing, returning, and user account access integrated with the University Library Management Information System (ULMIS). Each kiosk shall include the following minimum specifications:<br/>.Display:<br/>-minimum 21-24-inch industrial-grade touchscreen display<br/>-multi-touch capability<br/>.Processing Unit: embedded computer or mini-PC capable of running kiosk application software<br/>.Scanning Devices:<br/>-integrated barcode scanner and/or RFID reader<br/>-capable of reading library materials and user IDs<br/>.Printer: built-in thermal receipt printer for transaction slips<br/>.Connectivity:<br/>-LAN and/or secure WiFi connectivity<br/>-real-time synchronization with the LMIS database<br/>.Security Features:<br/>-secure user authentication</p> |  |  |  |
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| <p>-encrypted communication</p> <p>-auto logout after inactivity</p> <p>-tamper-resistant enclosure</p> <p>.Power Protection: with appropriate Uninterruptible Power Supply (UPS)</p> <p>.Physical Structure: durable, commercial-grade kiosk enclosure suitable for continuous public use</p> <p>4.7 RFID Library Automation System</p> <p>The supplier shall provide a complete RFID Library Automation System fully integrated with the University Library Management Information System (ULMIS) to support efficient circulation, inventory management, and security of library materials.</p> <p>The RFID system shall include the following components:</p> <p>4.7.1 RFID Tags</p> <p>.RFID tags for library materials (books and other resources)</p> <p>.compatible with international library RFID standards</p> <p>.durable and suitable for long-term use</p> <p>4.7.2 RFID Staff Workstation Readers</p> <p>.desktop RFID readers for circulation desk operations</p> <p>.capable of reading multiple items simultaneously</p> <p>.integrated with the LMIS circulation module</p> <p>4.7.3 RFID Self-Service Integration</p> <p>.RFID-enabled integration with self-service kiosks</p> <p>.supports automated borrowing and returning transactions</p> <p>4.7.4 RFID Security Gates</p> <p>.anti-theft detection gates installed at library exits</p> <p>.real-time alarm for unauthorized removal of materials</p> <p>.compatible with RFID tags used in the system</p> <p>4.7.5 Handheld RFID Readers</p> <p>.portable RFID scanners for inventory and shelf management</p> <p>.capable of rapid scanning of</p> |  |  |  |
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| <p>multiple items</p> <p>.supports inventory audit and discrepancy detection</p> <p>4.7.6 RFID System Integration</p> <p>.full integration with the Library Management Information System</p> <p>.automatic updating of item status during RFID transactions</p> <p>.support real-time synchronization with the central database</p> <p>4.8 Interactive Library Resource Locator Display (1 Unit)</p> <p>The supplier shall provide an interactive digital display system designed to assist users in locating library resources through an integrated visual navigation interface connected to the University Library Management Information System (ULMIS). The system shall include both hardware and software components for real-time resource location and navigation. Each unit shall have the following minimum specifications:</p> <p>.Display:</p> <ul style="list-style-type: none"> <li>-minimum 55-inch commercial-grade interactive touchscreen display</li> <li>-multi-touch capability (minimum 10 touch points)</li> <li>-4K Ultra HD resolution</li> <li>-high brightness suitable for continuous indoor public use</li> </ul> <p>.Processing Unit:</p> <ul style="list-style-type: none"> <li>-embedded computer or mini-PC capable of running interactive mapping software</li> </ul> <p>.Software Integration:</p> <ul style="list-style-type: none"> <li>-fully integrated with the OPAC and inventory system --</li> <li>-capable of displaying real-time item availability and shelf location</li> <li>-supports search by title, author, subject, and keyword</li> </ul> <p>.Mounting and Installation:</p> <ul style="list-style-type: none"> <li>-wall-mounted or floor-standing installation</li> <li>-secure and tamper-resistant mounting structure</li> </ul> <p>.Connectivity:</p> <ul style="list-style-type: none"> <li>-LAN and/or secure WiFi connectivity</li> <li>-real-time synchronization with the</li> </ul> |  |  |  |
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|  | <p>LMIS database</p> <p>.Power Protection: with appropriate Uninterruptible Power Supply (UPS)</p> <p>.Physical Design: commercial-grade enclosure suitable for continuous public use</p> <p>4.9 ICT-ENABLING INFRASTRUCTURE AND INTERIOR WORKS</p> <p>.The supplier shall perform limited interior and infrastructure works necessary for the installation, deployment, and operation of the University Library Smart Campus systems, including digital learning spaces, multimedia workstations, and smart study areas.</p> <p>.These works shall be considered incidental to the implementation of the University Library Management Information System and Smart Library facilities.</p> <p>.The works shall be limited to modifications required to support ICT infrastructure, electrical systems, and smart learning environments.</p> <p>4.9.1 Site Preparation</p> <p>The supplier shall perform necessary site preparation works including:</p> <p>.removal of existing partitions and obsolete fixtures</p> <p>.floor surface preparation and debris disposal</p> <p>.preparation of designated areas for smart study spaces and multimedia workstations.</p> <p>4.9.2 Electrical and Data Infrastructure</p> <p>The supplier shall install electrical and network infrastructure necessary to support the Smart Library system.</p> <p>The works shall include:</p> <p>.structured data cabling (Cat6/Cat7)</p> <p>.electrical outlets for multimedia workstations and kiosks</p> <p>.network access points</p> <p>.electrical supply for servers and digital equipment.</p> <p>4.9.3 Interior Acoustic</p> |  |  |  |
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|  | <p>Improvements</p> <p>The supplier shall provide acoustic interior improvements required to support multimedia learning spaces.</p> <p>The works may include:</p> <ul style="list-style-type: none"> <li>.acoustic flooring materials</li> <li>.acoustic wall panels or partitions</li> <li>.sound-tempered glass partitions for multimedia rooms.</li> </ul> <p>These improvements shall enhance the usability of the Smart Study Spaces and multimedia facilities.</p> <p>4.9.4 Environmental and Cooling Requirements</p> <p>The supplier shall ensure adequate environmental conditions for ICT equipment including:</p> <ul style="list-style-type: none"> <li>.ventilation improvements</li> <li>.cooling provisions for multimedia workstations</li> <li>.temperature control for server equipment where applicable.</li> </ul> <p>5.0 SERVICE LEVEL AGREEMENT (SLA) AND SYSTEM PERFORMANCE REQUIREMENTS</p> <p>The supplier shall provide a Service Level Agreement (SLA) that defines system performance standards, maintenance obligations, and technical support commitments for the University Library Management Information System.</p> <p>5.1 System Performance Standards</p> <p>The system shall meet the following performance requirements:</p> <ul style="list-style-type: none"> <li>.support at least 300 concurrent users</li> <li>.process standard transactions within three (3) seconds</li> <li>.provide high availability for library operations</li> <li>.ensure real-time database updates for circulation transactions and self-service kiosks.</li> </ul> <p>5.2 System Availability</p> <p>The system shall maintain 99% system availability excluding</p> |  |  |  |
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| <p>scheduled maintenance periods. Scheduled maintenance activities shall be coordinated with the University Library and IT Office.</p> <p>5.3 Technical Support and Maintenance</p> <p>The supplier shall provide three (3) years of support and maintenance including:</p> <ul style="list-style-type: none"><li>.software updates</li><li>.security patches</li><li>.bug fixes</li><li>.system performance optimization</li><li>.technical troubleshooting assistance.</li></ul> <p>5.4 Incident Response and Resolution</p> <p>The supplier shall comply with the following incident response targets:</p> <table><tr><th>Severity</th><th>Description</th><th>Response Time</th></tr><tr><td>High</td><td>Core module failure</td><td>&lt; 48 hours</td></tr><tr><td>Medium</td><td>Non-critical system</td><td>&lt; 5 business day issue</td></tr></table> <p>5.5 Backup and Disaster Recovery</p> <p>The system shall support:</p> <ul style="list-style-type: none"><li>.daily incremental backups</li><li>.restoration of bibliographic records, digital repository content, and user transactions.</li><li>weekly full system backups</li></ul> <p>Backup procedures shall cover:</p> <ul style="list-style-type: none"><li>.bibliographic records</li><li>.user accounts</li><li>.circulation transactions</li><li>.digital repository files.</li></ul> <p>All backup procedures shall comply with RA 10173 Data Privacy Act.</p> <p>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES</p> <p>The system shall undergo formal testing and acceptance prior to full operational deployment.</p> <p>6.1 Testing Requirements</p> <p>The supplier shall conduct the following testing activities:</p> <ul style="list-style-type: none"><li>.functional testing</li><li>.integration testing</li><li>.performance testing</li><li>.security testing</li></ul> | Severity            | Description            | Response Time | High | Core module failure | < 48 hours | Medium | Non-critical system | < 5 business day issue |  |  |  |  |
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| Severity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Description         | Response Time          |               |      |                     |            |        |                     |                        |  |  |  |  |
| High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Core module failure | < 48 hours             |               |      |                     |            |        |                     |                        |  |  |  |  |
| Medium                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Non-critical system | < 5 business day issue |               |      |                     |            |        |                     |                        |  |  |  |  |

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|  | <p>.User Acceptance Testing (UAT).</p> <p>6.2 User Acceptance Testing (UAT)</p> <p>The University Technical Working Group (TWG) shall conduct User Acceptance Testing to verify compliance with all functional and technical requirements. The supplier shall provide testing documentation including:</p> <ul style="list-style-type: none"> <li>.test plan.</li> <li>.test cases</li> <li>.test results.</li> </ul> <p>6.3 System Acceptance Criteria</p> <p>The University shall accept the system upon:</p> <ul style="list-style-type: none"> <li>.successful completion of UAT</li> <li>.validation of system performance requirements</li> <li>.verification of all functional modules</li> <li>.successful data migration.</li> </ul> <p>6.4 Project Deliverables</p> <p>The supplier shall deliver the following:</p> <ul style="list-style-type: none"> <li>.fully operational University Library Management Information System</li> <li>.RFID library automation infrastructure</li> <li>.server and storage infrastructure</li> <li>.digital repository and e-library platform</li> <li>.system documentation and user manuals</li> <li>.training materials</li> <li>.data migration reports</li> <li>.final implementation report</li> </ul> |  |  |  |
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## **Section VII. Technical Specifications**

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in this Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Prudence must be exercised in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable.

The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications:

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in this Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name shall not be allowed except for reasons of technical compatibility, interoperability, servicing, maintenance, or preservation of supplier warranty in order to keep the performance, functionality, and useful life of the equipment, in which case, the Procuring Entity shall indicate the reasons or justifications for availing of the exception as

part of the Technical Specifications, Scope of Work, or Terms of Reference, as the case may be.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the Technical Specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

## Technical Specifications

| Item | Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Statement of Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><i>[Add 2 columns if the award criterion to be used is MEARB, or MARB (one for parameters and one for rating)] Please see BDS clause 26.3(b)(i)</i></p> <p><b>Bidders must state “Comply” or “Not Comply” for each specification and provide the corresponding performance parameters for offered equipment.</b> Each response must be supported by a clear documentary support in the bid and properly cross-referenced. Acceptable evidence includes unaltered manufacturer sales brochures, official specification sheets, product samples, independent test results, and similar documents.</p> <p>Claims should be backed by documentary support. If the evidence contradicts the claim, the bid may be rejected. Any false statement—whether in the compliance form or supporting documents—found during evaluation, post-qualification, or contract implementation may be considered fraudulent in accordance with ITB Clause 3.1(a)(ii) and without prejudice to the imposition of appropriate administrative, civil, and criminal penalty in accordance with law.</p> |
| 1.)  | <p><b>VIRTUALIZED INFRASTRUCTURE</b><br/> <b>1.0 PROJECT DESCRIPTION</b><br/> The project involves the supply, delivery, installation, configuration, testing, and commissioning of a fully integrated, enterprise-grade Virtualized Infrastructure that will serve as the central digital backbone of the University Smart Campus.<br/> The infrastructure shall support all core systems:<br/> .University Student Information System (USIS)<br/> .Transcript of Records</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|  | <p>Management System (TORMS)</p> <p>.University Document Management System (UDMS)</p> <p>.University Inventory Management System (UIMS)</p> <p>.University Finance Management System (UFMS)</p> <p>.University Library Management Information System (ULMIS)</p> <p>The infrastructure shall enable real-time integration, high availability, scalability, and secure data processing across all systems.</p> <p><b>2.0 OBJECTIVES</b></p> <p>The project aims to:</p> <p>.Establish a high-performance, scalable data center infrastructure</p> <p>.Support &gt;/-5,000 concurrent users during peak operations</p> <p>.Enable API-driven Smart Campus Architecture</p> <p>.Provide centralized virtualization and resource management</p> <p>.Ensure data integrity, interoperability, and system availability</p> <p>.Support real-time synchronization across all systems</p> <p>.Ensure compliance with:</p> <p>.RA 10173 (Data Privacy Act)</p> <p>.COA and CHED standards</p> <p><b>3.0 SCOPE OF WORK</b></p> <p>The supplier shall provide:</p> <p><b>3.1 Modular Data Center Infrastructure</b></p> <p>.Rack systems and containment</p> <p>.Precision cooling</p> <p>.UPS and power protection</p> <p>.Intelligent PDUs</p> <p>.Environmental and infrastructure monitoring system</p> <p><b>3.2 Network Infrastructure (Leaf-Spine Architecture)</b></p> <p>.High-speed switches for east-west traffic</p> <p>.Support for microservices and API traffic</p> <p>.Network segmentation and QoS</p> <p><b>3.3 Hyperconverged Infrastructure (HCI)</b></p> <p>.Enterprise-grade compute, storage, and virtualization</p> |  |
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| <p>platform</p> <ul style="list-style-type: none"> <li>.Support for: <ul style="list-style-type: none"> <li>-Virtual Machines (VMs)</li> <li>-Container workloads (Kubernetes-ready)</li> </ul> </li> <li>.High availability clustering</li> <li>.Live migration (zero downtime)</li> </ul> <p>3.4 Enterprise Integration Enablement</p> <p>The infrastructure shall support:</p> <ul style="list-style-type: none"> <li>.API Gateway / ESB deployment</li> <li>.RESTful API communication</li> <li>.Event-driven architecture</li> <li>.Real-time data synchronization (Aligned with UIS integration requirements)</li> </ul> <p>3.5 Storage and Data Management</p> <ul style="list-style-type: none"> <li>.Tiered storage architecture: <ul style="list-style-type: none"> <li>-SSD (databases: USIS, UFMS)</li> <li>-HDD/Object storage (UDMS, TORMS)</li> </ul> </li> <li>.Backup and disaster recovery</li> <li>.Data replication capability</li> </ul> <p>3.6 Identity and Access Management</p> <ul style="list-style-type: none"> <li>.Support Single Sign-On (SSO)</li> <li>.Integration with: <ul style="list-style-type: none"> <li>-LDAP / Active Directory</li> <li>-OAuth-based authentication</li> </ul> </li> </ul> <p>3.7 Unified Monitoring System</p> <ul style="list-style-type: none"> <li>.Infrastructure + application monitoring</li> <li>.API monitoring and logging</li> <li>.Real-time dashboards</li> <li>.Alerts and notifications (SMS, email)</li> </ul> <p>3.8 Security and Compliance</p> <ul style="list-style-type: none"> <li>.End-to-end encryption (data at rest and in transit)</li> <li>.Role-Based Access Control (RBAC)</li> <li>.Audit logs and traceability</li> <li>.Compliance with Data Privacy Act</li> </ul> <p>4.0 TECHNICAL REQUIREMENTS</p> <p>4.1 General Requirements</p> <p>The solution shall:</p> <ul style="list-style-type: none"> <li>.Be brand-neutral ("or equivalent")</li> <li>.Use open standards (snmp, rest api, tcp/ip)</li> <li>.Support multi-vendor interoperability</li> </ul> |  |
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|        | <p>.Be modular and scalable<br/>Include full installation, testing, and commissioning</p> <p>4.2 Workload Capacity Requirements</p> <p>The infrastructure shall support:</p> <table><tr><th>SYSTEM</th><th>REQUIREMENT</th></tr><tr><td>USIS</td><td>&gt;/-5,000 concurrent users</td></tr><tr><td>TORMS</td><td>High-speed record retrieval</td></tr><tr><td>UDMS</td><td>OCR + document storage</td></tr><tr><td>UIMS</td><td>Real-time inventory processing</td></tr><tr><td>UFMS</td><td>Financial transactions + reporting</td></tr><tr><td>ULMIS</td><td>RFID + OPAC + analytics</td></tr></table> <p>4.3 Performance Requirements</p> <p>.Response time: .High<br/>availability: &gt;/- 99.9% uptime</p> <p>.Load balancing support<br/>.Auto-scaling capability</p> <p>4.4 High Availability and Redundancy Requirements</p> <p>The infrastructure shall support:</p> <p>.N+1 redundancy for critical components (power, cooling, network)</p> <p>.Redundant network paths in leaf-spine architecture</p> <p>.Failover capability for HCI cluster nodes</p> <p>.No single point of failure in core infrastructure design</p> <p>4.5 Disaster Recovery and Business Continuity</p> <p>The infrastructure shall support:</p> <p>.Backup and restore mechanisms<br/>.Snapshot-based recovery<br/>.Data replication capability for future disaster recovery site<br/>.Configurable Recovery Time Objective (RTO) and Recovery Point Objective (RPO)</p> <p>5.0 DELIVERABLES</p> <p>The supplier shall deliver:</p> <p>.Fully installed and operational infrastructure<br/>.Configured virtualized environment per system<br/>.API-ready and SSO-enabled environment<br/>.Backup and disaster recovery</p> | SYSTEM | REQUIREMENT | USIS | >/-5,000 concurrent users | TORMS | High-speed record retrieval | UDMS | OCR + document storage | UIMS | Real-time inventory processing | UFMS | Financial transactions + reporting | ULMIS | RFID + OPAC + analytics |  |
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| SYSTEM | REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |             |      |                           |       |                             |      |                        |      |                                |      |                                    |       |                         |  |
| USIS   | >/-5,000 concurrent users                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |             |      |                           |       |                             |      |                        |      |                                |      |                                    |       |                         |  |
| TORMS  | High-speed record retrieval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |             |      |                           |       |                             |      |                        |      |                                |      |                                    |       |                         |  |
| UDMS   | OCR + document storage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |             |      |                           |       |                             |      |                        |      |                                |      |                                    |       |                         |  |
| UIMS   | Real-time inventory processing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |             |      |                           |       |                             |      |                        |      |                                |      |                                    |       |                         |  |
| UFMS   | Financial transactions + reporting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |             |      |                           |       |                             |      |                        |      |                                |      |                                    |       |                         |  |
| ULMIS  | RFID + OPAC + analytics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |             |      |                           |       |                             |      |                        |      |                                |      |                                    |       |                         |  |

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| <p>configuration</p> <ul style="list-style-type: none"> <li>.Monitoring dashboards</li> <li>.Training and documentation</li> <li>.Test and acceptance reports</li> </ul> <p>6. IMPLEMENTATION PERIOD</p> <ul style="list-style-type: none"> <li>.120-180 calendar days</li> </ul> <p>7.0 Warranty and Support</p> <p>The supplier shall provide a minimum of three (3) years comprehensive warranty covering all hardware, software, and services, including:</p> <ul style="list-style-type: none"> <li>.24/7 technical support</li> <li>.Preventive and corrective maintenance</li> <li>.Replacement of defective components</li> <li>.System updates and security patches</li> </ul> <p>8.0 SERVICE LEVEL AGREEMENT (SLA)</p> <table border="0"> <tr> <td>Category</td> <td>Requirement</td> </tr> <tr> <td>System Availability</td> <td>&gt;/- 99.9% uptime</td> </tr> <tr> <td>Critical Incident Response Time</td> <td>Resolution 5 Days</td> </tr> </table> <p>9.0 TRAINING AND DOCUMENTATION</p> <p>The supplier shall conduct structured training sessions including:</p> <ul style="list-style-type: none"> <li>.At least three (3) sessions for administrators</li> <li>.At least two (2) sessions for IT operations staff</li> <li>.Hands-on system training</li> </ul> <p>Training shall include:</p> <ul style="list-style-type: none"> <li>.HCI platform management</li> <li>.Network configuration and monitoring</li> <li>.Infrastructure monitoring system</li> <li>.Incident response and troubleshooting</li> </ul> <p>10.0 DATA OWNERSHIP</p> <p>All configurations, system setups, and documentation shall be:</p> <ul style="list-style-type: none"> <li>.Fully owned by the University</li> <li>.Transferable without vendor restrictions</li> </ul> <p>11.0 ACCEPTANCE CRITERIA</p> <p>The project shall be accepted only upon:</p> <ul style="list-style-type: none"> <li>.Successful completion of UAT</li> </ul> | Category          | Requirement | System Availability | >/- 99.9% uptime | Critical Incident Response Time | Resolution 5 Days |  |
| Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Requirement       |             |                     |                  |                                 |                   |  |
| System Availability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | >/- 99.9% uptime  |             |                     |                  |                                 |                   |  |
| Critical Incident Response Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Resolution 5 Days |             |                     |                  |                                 |                   |  |

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|  | <p>.Full compliance with technical specifications</p> <p>.No critical defects</p> <p>.Complete documentation turnover</p> <p>1.) 4 units Server Rack</p> <p><b>SERVER RACK SYSTEM</b></p> <p>The supplier shall design, supply, deliver, install, test, and commission a modular data center infrastructure to support the University's Virtualized Infrastructure Environment.</p> <p>The solution shall include:</p> <p>.IT racks and containment system</p> <p>.Precision cooling system</p> <p>.Power protection (UPS)</p> <p>.Intelligent power distribution units (PDU)</p> <p>.Environmental monitoring and management system</p> <p>.Emergency ventilation system</p> <p>.Integration with centralized monitoring platform</p> <p>The system must be fully operational, scalable, and interoperable with existing and future systems.</p> <p>The proposed solution shall:</p> <p>.Be brand-neutral and compliant with "or equivalent" principle</p> <p>.Use open standards and interoperable protocols (SNMP, Modbus, TCP/IP, REST API)</p> <p>.Support multi-vendor integration</p> <p>.Be scalable and modular</p> <p>.Include complete installation, configuration, testing, and commissioning</p> <p>.Include training and documentation</p> <p>.Include minimum three (3) years warranty and support consistent with overall project warranty requirements.</p> <p>.Provide 24/7 technical support capability</p> <p><b>A. RACK AND CONTAINMENT SYSTEM</b></p> <p>The supplier shall provide a minimum of four (4) IT racks and one (1) infrastructure rack.</p> <p>Specifications:</p> |  |
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|  | <p>.Standard 19-inch rack system, minimum 42U height</p> <p>.Rack width: 600mm to 800mm</p> <p>.Rack depth: minimum 1000mm, suitable for enterprise equipment</p> <p>.Front and rear doors: lockable, perforated steel or tempered glass</p> <p>.Load capacity: suitable for enterprise IT equipment</p> <p>.Cable management:</p> <ul style="list-style-type: none"> <li>-Top and/or bottom cable entry</li> <li>-Support for high-density structured cabling</li> </ul> <p>.Grounding and bonding provision</p> <p>.Support for rack-level access control system (RFID/key/web-based or equivalent)</p> <p>.Support for environmental monitoring sensors (temperature, humidity, etc.)</p> <p>.Support for visual status indicators (optional)</p> <p>System Configuration:</p> <p>.Minimum of four (4) IT racks</p> <p>.One (1) dedicated infrastructure rack for power, monitoring, and control systems</p> <p>.Infrastructure components may be pre-installed or modular, provided they support open standards and interoperability</p> <p><b>B. PRECISION COOLING SYSTEM</b></p> <p>The supplier shall provide a precision cooling system suitable for a modular data center environment, ensuring stable temperature and humidity conditions for mission-critical IT equipment.</p> <p>The system shall be:</p> <ul style="list-style-type: none"> <li>.Energy-efficient</li> <li>.Scalable and modular</li> <li>.Compatible with rack-based or row-based deployment</li> <li>.Interoperable with centralized monitoring systems</li> </ul> <p>The precision cooling system shall meet the following minimum requirements:</p> <ul style="list-style-type: none"> <li>.Designed for continuous operation (24/7)</li> <li>.Capable of maintaining</li> </ul> |  |
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|  | <p>recommended data center environmental conditions (temperature and humidity)</p> <ul style="list-style-type: none"> <li>.Support variable cooling capacity based on load demand</li> <li>.Use high-efficiency components (compressor/fans or equivalent technologies)</li> </ul> <p>Support energy-saving operation modes</p> <ul style="list-style-type: none"> <li>.Designed to minimize power consumption while maintaining performance</li> <li>.Optimized airflow design for uniform air distribution</li> <li>.Configurable for front-to-back or contained airflow systems</li> <li>.Equipped with high-efficiency heat exchange mechanism</li> <li>.Capable of controlling: <ul style="list-style-type: none"> <li>-Temperature</li> <li>-Humidity</li> </ul> </li> <li>.Support automatic regulation based on sensor feedback</li> </ul> <p>The cooling system shall:</p> <ul style="list-style-type: none"> <li>.Include an intelligent controller</li> <li>.Support: <ul style="list-style-type: none"> <li>-Real-time monitoring</li> <li>-Alarm notifications</li> <li>-Fault detection</li> </ul> </li> <li>.Be accessible via: <ul style="list-style-type: none"> <li>-Local interface and/or</li> <li>-Remote access (web-based or equivalent)</li> </ul> </li> <li>.Support integration via: Open protocols (e.g., SNMP, Modbus, TCP/IP, or equivalent)</li> </ul> <p>The system shall provide:</p> <ul style="list-style-type: none"> <li>-High/low temperature alarms</li> <li>-System fault alarms</li> <li>-Airflow or filter-related alerts</li> <li>-Automatic protection mechanisms against abnormal operating conditions</li> <li>.Support humidification and/or dehumidification functions</li> <li>.Automatic humidity control based on environmental conditions</li> </ul> <p>C. Power Protection System (UPS)</p> <p>The supplier shall provide a reliable and high-quality Uninterruptible Power Supply (UPS) system to support</p> |  |
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|  | <p>mission-critical equipment, including data enter infrastructure, network and communication systems, and other sensitive electronic devices.</p> <p>1. General Requirements</p> <ul style="list-style-type: none"> <li>.Designed for continuous operation (24/7)</li> <li>.Suitable for data center and virtualized infrastructure environments</li> <li>.Scalable and modular architecture</li> <li>.Capable of providing stable and uninterrupted backup power</li> </ul> <p>2. Capacity and Configuration</p> <ul style="list-style-type: none"> <li>.Minimum capacity: 20kVA / 20kW (or equivalent)</li> <li>.Configuration: <ul style="list-style-type: none"> <li>-Rack-mounted, modular, or equivalent form factor compatible with standard racks</li> <li>-Support for parallel or redundant operation</li> </ul> </li> <li>.Input/Output: <ul style="list-style-type: none"> <li>-Three-phase input and output (or equivalent suitable for system requirements)</li> </ul> </li> </ul> <p>3. UPS Technology and Performance</p> <ul style="list-style-type: none"> <li>.True online double-conversion UPS (or equivalent)</li> <li>.High power factor (&gt;/- 0.9 preferred)</li> <li>.Efficiency: <ul style="list-style-type: none"> <li>-&gt;/- 95% under normal operation</li> <li>-Higher efficiency in energy-saving mode (if available)</li> </ul> </li> <li>.Provides: <ul style="list-style-type: none"> <li>-Stable voltage and frequency regulation</li> <li>-Protection against power disturbances and interruptions</li> </ul> </li> </ul> <p>4. Battery System</p> <ul style="list-style-type: none"> <li>.Integrated or external battery system</li> <li>.Provides sufficient runtime for: <ul style="list-style-type: none"> <li>-Safe shutdown of equipment, or</li> <li>-Transition to alternative power source</li> </ul> </li> <li>.Supports: <ul style="list-style-type: none"> <li>-Battery monitoring and protection</li> <li>-Expandable or scalable battery</li> </ul> </li> </ul> |  |
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|  | <p>capacity</p> <p>5. Monitoring and Control</p> <ul style="list-style-type: none"> <li>.Intelligent monitoring and control capabilities</li> <li>.Real-time display of Load status, Battery condition, Input/output parameters</li> <li>.Alarm and notification features for Power failure, Battery status, System faults</li> <li>.Communication interfaces supporting SNMP, Modbus, TCP/IP, REST API or equivalent</li> </ul> <p>6. Protection Features</p> <ul style="list-style-type: none"> <li>.Protection against: Power interruption, Overload, Short circuit, Overvoltage and undervoltage , Battery-related faults</li> </ul> <p>7. Compliance Standards</p> <p>Compliance with internationally recognized standards (or equivalent), such as:</p> <ul style="list-style-type: none"> <li>.General safety requirements: EN62040-1/IEC62040-1</li> <li>.EMC requirements: EN62040-2/IEC62040-2 (Class C2)</li> <li>.Method of specifying the performance and test requirements: EN62040-3(VFI SS 111)</li> <li>.Safety of information technology equipment, including electrical business equipment: EN60950</li> <li>.Energy star certified</li> </ul> <p>D. Power Distribution Units (PDU)</p> <p>The supplier shall provide intelligent Power Distribution Units (PDUs) to support reliable and efficient power distribution within the rack system.</p> <p>1. General Requirements</p> <ul style="list-style-type: none"> <li>. Each rack shall be equipped with dual PDUs for redundancy or load distribution</li> <li>.Compatible with standard data center rack systems and suitable for continuous operation</li> </ul> <p>2. Monitoring and Metering</p> <ul style="list-style-type: none"> <li>.Real-time monitoring of electrical parameters such as voltage, current, power (kW), energy consumption (kWh), and power</li> </ul> |  |
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|  | <p>factor</p> <p>.Support for branch-level or outlet-level metering, as applicable</p> <p>3. Control Features</p> <p>.Remote on/off control of individual outlets</p> <p>.Sequential startup and shutdown configuration</p> <p>4. Management and Interface</p> <p>.Secure remote administration via web-based interface or equivalent</p> <p>.Integration with rack-level or centralized monitoring system</p> <p>5. Alerts and Notifications</p> <p>.Configurable alerts for power events, threshold breaches, and system faults</p> <p>.Notification via email, SMS, or system dashboard</p> <p>6. Logging and Reporting</p> <p>.Logging of user authentication, configuration changes, and power events</p> <p>.Support for monitoring history and reporting</p> <p>7. Integration and Interoperability</p> <p>.Support for open protocols such as SNMP, Modbus, TCP/IP, REST API, or equivalent</p> <p>.Capable of integration with infrastructure monitoring system, Smart Campus platform, and other third-party systems</p> <p>E. Infrastructure Monitoring System</p> <p>The supplier shall provide a centralized infrastructure monitoring and management system capable of monitoring, controlling, and reporting the status of data center facilities and equipment.</p> <p>1. General Requirements</p> <p>.Real-time monitoring and management of infrastructure systems</p> <p>.Integration support for:</p> <ul style="list-style-type: none"> <li>-Power systems (UPS, PDU) --</li> <li>-Cooling systems</li> <li>-Environmental sensors</li> <li>-Security and access systems</li> </ul> <p>.Scalable and modular architecture to accommodate</p> |  |
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|  | <p>future expansion</p> <p>.Accessible via Local interface and/or Web-based remote access</p> <p>2. Monitoring Capabilities</p> <p>.Electrical parameters (voltage, current, power, etc.)</p> <p>.Environmental conditions<br/>Temperature, Humidity, Water leak detection</p> <p>.Equipment status (UPS, cooling, PDU, etc.)</p> <p>.Access and security status</p> <p>3. Sensors and Data Collection</p> <p>.Support integration of environmental and operational sensors, including but not limited to:</p> <ul style="list-style-type: none"> <li>-Temperature sensors</li> <li>-Humidity sensors</li> <li>-Door/access sensors</li> <li>-Water leak detection sensors</li> </ul> <p>.Allow flexible and scalable deployment of sensors based on system requirements</p> <p>4. Alerts and Notifications</p> <p>.Configurable alarm and notification mechanisms</p> <p>.Alerts for Environmental thresholds, Equipment faults, Power events</p> <p>.Notification channels may include Email, SMS, System dashboard alerts</p> <p>5. Data Logging and Reporting</p> <p>.Maintain historical logs of monitored parameters and events</p> <p>.Provide report generation capabilities for operational and audit purposes</p> <p>.Allow export of reports in standard formats</p> <p>6. Integration and Interoperability</p> <p>.Support integration using open standards and protocols, such as SNMP, Modbus, TCP/IP, REST API or equivalent</p> <p>.Be capable of integration with Smart Campus systems and other third party platforms</p> <p>7. User Access and Security</p> <p>.Support user authentication and role-based access control</p> <p>.Maintain logs of user activities</p> |  |
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|  | <p>and system changes</p> <p>8. Access Features</p> <p>The system may support integration with rack-level or facility-level access control systems. Access control may include:</p> <ul style="list-style-type: none"> <li>-Card-based access</li> <li>-Key-based access</li> <li>-Remote authorization</li> </ul> <p>F. Emergency Ventilation Fan System</p> <p>The supplier shall provide an emergency ventilation system integrated within the rack or enclosure to support thermal management during abnormal operating conditions.</p> <ul style="list-style-type: none"> <li>.The system shall automatically activate in response to high-temperature conditions or alarms</li> <li>.Capable of rapid heat dissipation within the enclosed space to prevent overheating of equipment</li> <li>.Designed to mitigate temperature rise and provide sufficient time for personnel to respond to system faults</li> <li>.Integrated with the infrastructure monitoring system for alarm triggering and status monitoring</li> </ul> <p>G. IT Management</p> <p>The monitoring system shall be capable of integration with a centralized data center management platform to support:</p> <ul style="list-style-type: none"> <li>.Multi-site data center monitoring and management</li> <li>.Integration with surveillance and security systems</li> <li>.Unified dashboard for infrastructure visibility</li> </ul> <p>The system shall support integration using open standards and APIs, ensuring compatibility with third-party platforms.</p> <p>H. In-built Power distribution (switchboard)</p> <p>The system shall include a power distribution switchboard to support safe and efficient electrical distribution.</p> <ul style="list-style-type: none"> <li>.Supports single or multiple</li> </ul> |  |
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| <p>power feed configuration<br/>         .Includes surge protection device<br/>         .Equipped with a Digital Power Meter (DPM) or equivalent<br/>         The power meter shall be capable of measuring:<br/>         .Frequency<br/>         .Phase current and average current<br/>         .Phase and line voltage<br/>         .Active, reactive, and apparent power<br/>         .Power factor<br/>         The system shall support real-time monitoring and integration via open protocols.</p> <p>2.) 2 units Leaf Switch<br/> <b>LEAF SWITCH (DATA CENTER / CAMPUS AGGREGATION)</b><br/>         The supplier shall provide two (2) Layer 2/Layer 3 managed Ethernet switches suitable for data center leaf or campus aggregation deployment.</p> <p>1. General and Interfaces<br/>         .Layer 2 and Layer 3 managed switch, rack-mountable (1U or equivalent)<br/>         .Minimum interfaces: 48 × 10G/25G SFP+ ports (or equivalent) and 4 × 40G or 100G uplink ports</p> <p>2. Performance and Reliability<br/>         .Non-blocking architecture with switching capacity of &gt;/- 800 Gbps and low latency suitable for data center use<br/>         .Redundancy through dual hot-swappable power supplies and cooling fans</p> <p>3. Network Features<br/>         .Layer 2 support including VLAN (802.1Q), link aggregation, and spanning tree protocols<br/>         .Layer 3 capabilities including static routing and dynamic routing (e.g., OSPF or equivalent)<br/>         .Security features such as 802.1X, RADIUS/TACACS+, ACLs, DHCP snooping or equivalent, and port security</p> <p>4. Quality of Service<br/>         .Traffic classification and</p> |  |
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|  | <p>prioritization (802.1p, DSCP or equivalent), with queue management and traffic shaping</p> <p>5. Management and Integration</p> <p>.Management via CLI, SSH, and web-based interface, with support for SNMP (v1/v2c/v3) and API-based management (REST or equivalent)</p> <p>.Compatible with network monitoring systems and supports integration using standard protocols</p> <p>6. Physical and Compliance</p> <p>.Operating temperature: 0°C to 45°C (or equivalent)</p> <p>.Compliance with CE, FCC, RoHS, or equivalent standards</p> <p>Includes additional high-speed transceivers, redundancy configuration, and capacity expansion to support increased east west traffic and virtualization workloads</p> <p>3.) 2 units Spine Switch</p> <p>SPINE SWITCH<br/>(AGGREGATION / CORE)</p> <p>The supplier shall provide two (2) high-performance Layer 3 switches suitable for aggregation or spine deployment in a data center or campus network.</p> <p>Specifications:</p> <p>.Switch Type: High-performance Layer 3 spine (aggregation/core) switch</p> <p>.Port Configuration: Minimum: 24-32 × 40G or 100G ports (or equivalent)</p> <p>.Throughput: &gt;/- 2.0 Tbps switching capacity (non-blocking)</p> <p>.Latency: Low latency suitable for enterprise/data center applications</p> <p>.MAC Address Table: &gt;/- 64,000 entries</p> <p>.Routing Protocols: Static routing and dynamic routing (e.g., OSPF or equivalent)</p> <p>.IPv6 Support: IPv4/IPv6 dual stack</p> <p>.High Availability: Dual hot-swappable power supplies and fans</p> |  |
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|  | <p>.Security Features: ACLs, RADIUS/TACACS+, and port-based security controls</p> <p>.Management Interfaces: CLI (SSH), SNMP (v1/v2c/v3), Web UI, REST API or equivalent</p> <p>.Quality of Service (QoS):Traffic prioritization (802.1p, DSCP or equivalent)</p> <p>.Form Factor: 1U-2U rack mount</p> <p>.Operating Temperature: 0°C to 45°C (or equivalent)</p> <p>.Compliance: CE, FCC, RoHS or equivalent standards</p> <p>Includes enhanced backbone capacity, additional uplinks, redundancy configuration, and support for scalable leaf-spine architecture to ensure high availability and performance.</p> <p>4.) 6 units Server Compute Nodes</p> <p>SERVER COMPUTE NODES (HCI)</p> <p>The supplier shall provide six (6) server compute nodes configured for a hyperconverged infrastructure (HCI) environment, including installation, configuration, and integration.</p> <p>Specifications:</p> <p>Hardware</p> <p>.Dual processor server (e.g., Intel Xeon or equivalent)</p> <p>.Minimum 24 cores per processor</p> <p>.Minimum 768 GB RAM per node</p> <p>.Network interfaces: minimum 4 × 10GbE SFP+ ports</p> <p>.System disks: minimum 2 × 480GB SSD (RAID-configurable)</p> <p>.Storage: minimum total usable capacity of 60TB for the cluster</p> <p>.Redundant power supply</p> <p>Software / HCI Platform</p> <p>The solution shall provide a software-defined infrastructure platform integrating:</p> <p>.Compute virtualization</p> <p>.Storage virtualization</p> <p>.Network virtualization (or equivalent capability)</p> <p>.Centralized management</p> <p>Functional Capabilities</p> |  |
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|  | <p>.Live migration of virtual machines without service interruption</p> <p>.Automated health monitoring and diagnostics</p> <p>.Resource scheduling and load balancing</p> <p>.Centralized management interface</p> <p>.High availability and fault tolerance</p> <p>Integration</p> <p>.Compatible with heterogeneous enterprise environments</p> <p>.Supports integration with existing systems</p> <p>Licensing</p> <p>.Includes perpetual licenses for virtualization and management software</p> <p>Compliance and Standards</p> <p>.Compliance with recognized standards such as:</p> <ul style="list-style-type: none"> <li>-ISO/IEC 27001 (or equivalent)</li> <li>-Other relevant security and data protection standards</li> </ul> <p>Support and Services</p> <p>.Installation, configuration, and commissioning</p> <p>.Knowledge transfer and training</p> <p>.Technical support and warranty</p> <p>5.) Training/Knowledge Transfer</p> <p>TRAINING AND KNOWLEDGE TRANSFER</p> <p>Specifications</p> <p>.Administrator-level training (mandatory)</p> <p>.Hands-on operational training</p> <p>.Knowledge transfer sessions for IT personnel</p> <p>Deliverables</p> <p>.Training Materials (manuals, slides)</p> <p>.Attendance Records</p> <p>.Training Completion Report</p> <p>Training must be hands-on and role-based, ensuring internal staff can independently operate and maintain the system</p> <p>6.) Project Management</p> <p>PROJECT MANAGEMENT</p> <p>Specifications:</p> <p>.Establish project governance structure</p> <p>.Develop detailed project</p> |  |
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|  | <p>implementation plan and schedule</p> <ul style="list-style-type: none"> <li>.Coordinate with end-users, TWG, and stakeholders</li> <li>.Monitor project progress, risks, and issues</li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>.Approved Project Management Plan (PMP)</li> <li>.Implementation timeline (Gantt Chart)</li> <li>.Weekly/Monthly Progress Reports</li> <li>.Risk and Issue Log</li> <li>.Project Completion Report</li> </ul> <p>7.) Installation and Configuration Services</p> <p>INSTALLATION AND CONFIGURATION</p> <p>Specifications</p> <p>.Installation of:</p> <ul style="list-style-type: none"> <li>-Rack and infrastructure components</li> <li>-Power systems (UPS, PDU)</li> <li>-Cooling systems</li> <li>-Network devices (Leaf/Spine)</li> <li>-Server compute nodes</li> </ul> <p>.Configuration of:</p> <ul style="list-style-type: none"> <li>-Network topology</li> <li>-HCI cluster</li> <li>-Storage pools</li> <li>-Management systems</li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>.Installation Checklist and Report</li> <li>.Configuration Documentation (network, server, storage)</li> <li>.As-built diagrams</li> </ul> <p>All configurations must follow industry best practices and be documented for future maintenance and audit purposes.</p> <p>8.) Deployment and Implementation</p> <p>DEPLOYMENT AND IMPLEMENTATION</p> <p>Specifications</p> <ul style="list-style-type: none"> <li>.Deployment of virtualized infrastructure environment</li> <li>.Creation and configuration of virtual machines</li> </ul> <p>.Integration of:</p> <ul style="list-style-type: none"> <li>-Compute, storage, and network layers</li> <li>-Monitoring and management</li> </ul> |  |
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| <p>systems</p> <p>Deliverables</p> <ul style="list-style-type: none"> <li>.Fully operational HCI environment</li> <li>.Deployment documentation</li> <li>.System integration report</li> </ul> <p>Deployment must ensure minimal service disruption and readiness for production workloads.</p> <p>Deployment and implementation cost is aligned with the installation scope to avoid duplication of services while ensuring full system integration and operational readiness</p> <p>9.) OS Hardening Services</p> <p><b>SECURITY HARDENING SERVICES</b></p> <p>Specifications</p> <ul style="list-style-type: none"> <li>.Implementation of baseline security configurations: <ul style="list-style-type: none"> <li>-Operating system hardening</li> <li>-Hypervisor security configuration</li> <li>- Network security policies</li> </ul> </li> <li>.Application of: <ul style="list-style-type: none"> <li>-Access controls</li> <li>-Patch updates</li> <li>-Security policies</li> </ul> </li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>.Security Hardening Checklist</li> <li>.Compliance Report</li> <li>.System Security Configuration Documentation</li> </ul> <p>Security hardening shall follow recognized standards (e.g., ISO 27001, CIS benchmarks, or equivalent) and must be reasonable in cost relative to scope.</p> <p>10.) Data Analytics</p> <p><b>INFRASTRUCTURE ANALYTICS AND REPORTING</b></p> <p>The supplier shall provide analytics and reporting capabilities integrated with the infrastructure monitoring and virtualization platform to support operational visibility, performance analysis, and capacity planning.</p> <p>Specifications</p> <ul style="list-style-type: none"> <li>.Provide dashboards and analytics for: <ul style="list-style-type: none"> <li>-Resource utilization (CPU, memory, storage)</li> </ul> </li> </ul> |  |
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|  | <ul style="list-style-type: none"> <li>-Network performance</li> <li>-Power and environmental monitoring</li> <li>.Support: <ul style="list-style-type: none"> <li>-Historical data analysis</li> <li>-Trend analysis and forecasting</li> <li>-Capacity planning</li> </ul> </li> <li>.Generate: <ul style="list-style-type: none"> <li>-Operational reports</li> <li>-Performance reports</li> <li>-Incident and alert reports</li> </ul> </li> <li>.Integrate with: <ul style="list-style-type: none"> <li>-Infrastructure Monitoring System</li> <li>-Hyperconverged Infrastructure (HCI) platform</li> <li>-Network devices (Leaf and Spine switches)</li> </ul> </li> <li>Deliverables <ul style="list-style-type: none"> <li>.Configured analytics dashboards</li> <li>.Standard and customizable reports</li> <li>.Performance and capacity planning reports</li> <li>.Documentation for analytics configuration and usage</li> </ul> </li> </ul> <p>The analytics component shall be limited to infrastructure monitoring, performance optimization, and capacity planning, and shall not include enterprise business analytics or unrelated data processing systems.</p> <p>11.) Testing and Validation Services</p> <p><b>TESTING AND VALIDATION Specifications</b></p> <ul style="list-style-type: none"> <li>.Functional testing of all components</li> <li>.Performance testing (compute, storage, network)</li> <li>.Failover and redundancy testing</li> <li>.Security validation testing</li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>.Test Plan</li> <li>.Test Results Report</li> <li>.Signed User Acceptance Test (UAT)</li> </ul> <p>Testing must include high availability and failover scenarios to ensure system resilience.</p> <p><b>SERVICE LEVEL AGREEMENT (SLA)</b></p> |  |
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|          | <p>1. Service Levels and Support</p> <p>.Define severity levels (Critical, High, Medium, Low) with corresponding response and resolution times.</p> <p>.Provide 24x7 support for critical incidents affecting core infrastructure, including:</p> <ul style="list-style-type: none"> <li>-HCI cluster</li> <li>-Network backbone (Leaf-Spine)</li> <li>-Power and cooling systems</li> </ul> <p>.Provide remote support and on-site support as required based on incident severity.</p> <p>.Establish clear escalation procedures up to vendor principal or OEM support.</p> <p>.Monitor warranty, licenses, and support coverage, with proactive renewal notification at least 60 days before expiry.</p> <p>2. Incident Management and Response</p> <p>.All incidents shall be logged in a ticketing or service desk system with:</p> <ul style="list-style-type: none"> <li>-Timestamp</li> <li>-Severity classification</li> <li>-Description and impact</li> <li>-Resolution details</li> </ul> <p>.The supplier shall adhere to the following minimum service targets:</p> <table border="0"> <tr> <td>Severity</td><td>Description</td><td>Response</td></tr> <tr> <td>Time</td><td>Resolution Time</td><td></td></tr> <tr> <td>Critical</td><td>Full system outage/</td><td>major service disruption</td></tr> <tr> <td>High</td><td>Partial service degradation</td><td>Medium Non-critical issue</td></tr> <tr> <td>Low</td><td>Minor issue / request</td><td></td></tr> </table> <p>.Provide continuous updates until resolution and ensure proper closure of tickets.</p> <p>3. Preventive Maintenance and System Health</p> <p>.Conduct preventive maintenance at least quarterly, including:</p> <ul style="list-style-type: none"> <li>-Hardware inspection (servers, switches, UPS, cooling)</li> <li>-Firmware and software updates</li> </ul> | Severity                  | Description | Response | Time | Resolution Time |  | Critical | Full system outage/ | major service disruption | High | Partial service degradation | Medium Non-critical issue | Low | Minor issue / request |  |  |
| Severity | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Response                  |             |          |      |                 |  |          |                     |                          |      |                             |                           |     |                       |  |  |
| Time     | Resolution Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |             |          |      |                 |  |          |                     |                          |      |                             |                           |     |                       |  |  |
| Critical | Full system outage/                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | major service disruption  |             |          |      |                 |  |          |                     |                          |      |                             |                           |     |                       |  |  |
| High     | Partial service degradation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Medium Non-critical issue |             |          |      |                 |  |          |                     |                          |      |                             |                           |     |                       |  |  |
| Low      | Minor issue / request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |             |          |      |                 |  |          |                     |                          |      |                             |                           |     |                       |  |  |

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|  | <ul style="list-style-type: none"> <li>-System performance checks</li> <li>.Maintain system health through: <ul style="list-style-type: none"> <li>-Continuous monitoring</li> <li>-Resource utilization checks (CPU, memory, storage)</li> <li>-Environmental monitoring (temperature, power, humidity)</li> </ul> </li> <li>4. Training and Knowledge Transfer <ul style="list-style-type: none"> <li>.Provide administrator-level and hands-on training for IT personnel.</li> <li>.Include training on: <ul style="list-style-type: none"> <li>-HCI platform management</li> <li>-Network configuration and monitoring</li> <li>-Infrastructure monitoring system</li> <li>-Incident response procedures</li> </ul> </li> <li>.Deliver: <ul style="list-style-type: none"> <li>-Training materials</li> <li>-Manuals and documentation</li> <li>-Operational guides</li> </ul> </li> <li>.Conduct refresher sessions when major updates or upgrades occur.</li> </ul> </li> <li>5. Testing and Acceptance <ul style="list-style-type: none"> <li>Before final acceptance, the supplier shall conduct: <ul style="list-style-type: none"> <li>.Infrastructure functionality testing</li> <li>.Network connectivity and performance testing</li> <li>.HCI cluster validation and failover testing</li> <li>.Monitoring system verification</li> <li>.Security validation and hardening checks</li> <li>.User Acceptance Testing (UAT)</li> </ul> </li> <li>Final acceptance shall be issued only upon successful completion of all required tests</li> </ul> </li> <li>6. Ownership, Licensing, and Turnover <ul style="list-style-type: none"> <li>.All licenses (perpetual or subscription) shall be registered under the University.</li> <li>.All configurations, documentation, and system outputs shall be owned by the University.</li> <li>.Upon completion or termination, the supplier shall turn over: <ul style="list-style-type: none"> <li>-Administrator credentials</li> <li>-Configuration backups</li> </ul> </li> </ul> </li> </ul> |  |
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|  | <ul style="list-style-type: none"> <li>-Documentation</li> <li>-System access details</li> <li>.No system component shall cease functioning due to failure of the supplier to manage licensing obligations within contract scope.</li> <li>7. Vendor Qualifications and Support Capability</li> <li>.Minimum three (3) years of experience in: <ul style="list-style-type: none"> <li>-Data center infrastructure</li> <li>-Virtualized environments (HCI)</li> <li>-Enterprise networking</li> </ul> </li> <li>.Proven capability to support: <ul style="list-style-type: none"> <li>-Multi-year maintenance</li> <li>-Enterprise-level deployments</li> </ul> </li> <li>.Availability of qualified technical personnel and escalation support.</li> <li>8. Scope of Monitoring and Operations</li> <li>The infrastructure shall support monitoring of: <ul style="list-style-type: none"> <li>.Virtualized servers (CPU, memory, storage, VM status)</li> <li>.Network devices (Leaf and Spine switches, traffic, utilization)</li> <li>.Power systems (UPS, PDU, electrical parameters)</li> <li>.Cooling systems and environmental sensors</li> <li>.Infrastructure monitoring and analytics platform</li> </ul> </li> <li>9. Infrastructure Operations Functions</li> <li>9.1 Monitoring and Alerting</li> <li>.Configure centralized monitoring dashboards</li> <li>.Set thresholds for: <ul style="list-style-type: none"> <li>-Performance</li> <li>-Capacity</li> <li>-Security events</li> </ul> </li> <li>.Alerts shall be delivered via: <ul style="list-style-type: none"> <li>-Dashboard</li> <li>-Email</li> <li>-SMS (if applicable)</li> </ul> </li> <li>9.2 Incident Handling</li> <li>.Immediate logging and classification of incidents</li> <li>.Root cause analysis for major incidents</li> <li>.Documentation of corrective actions</li> </ul> |  |
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|     | <p>9.3 Capacity and Performance Management</p> <ul style="list-style-type: none"> <li>.Monitor resource utilization trends</li> <li>.Provide recommendations for scaling</li> <li>.Generate periodic capacity reports</li> </ul> <p>10. Warranty Requirements</p> <ul style="list-style-type: none"> <li>.All equipment supplied under this project shall be brand new, unused, and of current production models.</li> <li>.All equipment shall be covered by manufacturer warranty.</li> <li>.Warranty period shall be not less than three (3) years for ICT equipment, unless otherwise specified.</li> <li>.The supplier shall repair or replace defective equipment without additional cost to the university during the warranty period.</li> </ul>                                                                               |  |
| 2.) | <p><b>CAMPUS INFORMATION SYSTEM</b></p> <p>1.) UNIVERSITY STUDENT INFORMATION SYSTEM (ENROLLMENT SYSTEM)</p> <p>End-User: MISTO, VPAA, OSA, Guidance, Health, Scholarship Offices</p> <p>1.0 GENERAL REQUIREMENTS:</p> <p>The University Student Information System (USIS) shall provide a centralized, enterprise-grade platform for managing the full lifecycle of student academic information and enrollment operations across the University</p> <p>The system shall support the following core institutional processes:</p> <ul style="list-style-type: none"> <li>.admissions and applicant management</li> <li>.student registration and enrollment</li> <li>.curriculum and academic program management</li> <li>.class scheduling and section management</li> <li>.student academic records and grades management</li> </ul> |  |

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|  | <p>.billing, tuition assessment, and payment processing</p> <p>.clearance and graduation eligibility processing</p> <p>.academic reporting and institutional analytics</p> <p>The system shall support multi-campus operations and integrate with other University enterprise systems.</p> <p>The system shall comply with the following national regulations and standards:</p> <p>.Republic Act 10173 - Data Privacy Act of 2012</p> <p>.Commission on Higher Education (CHED) policies and reporting requirements</p> <p>.ISO 9001:2015 Quality Management System requirements</p> <p>.COA audit and financial reporting standards</p> <p>The system shall be designed to support large-scale enrollment operations, with the capacity to support at least 5,000 concurrent users during peak enrollment periods and maintain stable performance during high transaction volumes.</p> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The supplier shall design and implement a secure, scalable, modular, and enterprise-grade Student Information System.</p> <p>The system shall:</p> <p>.be web-based and accessible using modern browsers</p> <p>.support centralized academic and student information management</p> <p>.support multi-campus and multi-department operations</p> <p>.implement modular system architecture to support future Smart Campus expansion</p> <p>.support RESTful API integration with University enterprise systems</p> <p>.support configurable workflow</p> |  |
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|  | <p>automation for academic and administrative processes</p> <p>.return standard system queries within three (3) seconds under normal operating conditions</p> <p>All communications between users and the system shall be encrypted using secure communication protocols.</p> <p>1.2 Perpetual License Fee</p> <p>The system shall include a perpetual enterprise software license granting the University unlimited lifetime usage rights. The license shall include:</p> <ul style="list-style-type: none"> <li>.unlimited internal users</li> <li>.full administrative access and configuration rights</li> <li>.no recurring subscription fees except support and maintenance services</li> </ul> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.install and deploy the system on University-approved infrastructure</li> <li>.support on-premise or hybrid cloud deployment</li> <li>.configure system components including: <ul style="list-style-type: none"> <li>-user accounts and roles</li> <li>-enrollment workflows</li> <li>-academic structure and curriculum</li> <li>-financial configurations</li> <li>-system security policies</li> </ul> </li> </ul> <p>The supplier shall perform full system configuration verification prior to system acceptance.</p> <p>1.4 User Workflow Integration</p> <p>The system shall support University operational workflows including:</p> <ul style="list-style-type: none"> <li>.admissions and applicant evaluation</li> <li>.student enrollment processing</li> <li>.curriculum and academic program management</li> <li>.student records management</li> <li>.billing and payment transactions</li> <li>.clearance processing and graduation evaluation</li> </ul> <p>The system shall support</p> |  |
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|  | <p>configurable workflow approvals for:</p> <ul style="list-style-type: none"> <li>.enrollment validation</li> <li>.subject adjustments</li> <li>.clearance approvals</li> <li>.financial transactions</li> </ul> <p>1.5 Training and Knowledge Transfer</p> <p>The supplier shall conduct at least five (5) structured training sessions for:</p> <ul style="list-style-type: none"> <li>.Registrar Office personnel</li> <li>.Accounting and Cashier staff</li> <li>.College and department representatives</li> <li>.Faculty members</li> <li>.System administrators and IT staff</li> </ul> <p>Training materials shall include:</p> <ul style="list-style-type: none"> <li>.user manuals</li> <li>.system administration manuals</li> <li>.video tutorials and training documentation</li> </ul> <p>1.6 Post-Implementation Documentation</p> <p>The supplier shall provide complete documentation including:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema documentation</li> <li>.system configuration documentation</li> <li>.workflow diagrams</li> <li>.user manuals</li> <li>.system administration guides</li> <li>.cybersecurity and data protection procedures</li> </ul> <p>1.7 Testing and Commissioning</p> <p>The supplier shall perform:</p> <ul style="list-style-type: none"> <li>.system testing</li> <li>.integration testing</li> <li>.performance testing</li> <li>.User Acceptance Testing (UAT)</li> </ul> <p>The system shall be considered accepted only after successful completion of UAT and formal acceptance by the University.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.conduct data assessment and migration planning</li> <li>.migrate existing student and</li> </ul> |  |
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|  | <p>enrollment records from legacy systems</p> <p>.validate data integrity and completeness prior to system deployment</p> <p>Migration shall include:</p> <ul style="list-style-type: none"> <li>.student profiles</li> <li>.academic history and grades</li> <li>.enrollment records</li> <li>.financial records related to tuition and fees</li> </ul> <p>Migration shall include validation reports confirming data integrity and completeness</p> <p>1.9 Project Management</p> <p>The supplier shall provide project management services covering planning, implementation, deployment, and project completion.</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.assign a dedicated Project Manager and implementation team</li> <li>.coordinate project activities with University stakeholders</li> <li>.ensure adherence to the project timeline and deliverables</li> </ul> <p>The supplier shall submit:</p> <ul style="list-style-type: none"> <li>.project implementation plan</li> <li>.project schedule (Gantt chart)</li> <li>.weekly project progress reports</li> </ul> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>The supplier shall provide three (3) years warranty, technical support, and system updates.</p> <p>.Support services shall include:</p> <ul style="list-style-type: none"> <li>.bug fixes</li> <li>.security patches</li> <li>.system performance optimization</li> <li>.helpdesk with Service Level Agreement (SLA)</li> </ul> <p>SLA requirements:</p> <ul style="list-style-type: none"> <li>.response time: within 4 hours</li> <li>.resolution time: 24-48 hours depending on issue severity</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All deliverables under this project shall be owned exclusively by the University.</p> <p>This shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>.Source code</li> </ul> |  |
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|  | <p>.Database and data structures</p> <p>.System configurations and settings</p> <p>.Custom modules, enhancements, and integrations</p> <p>.application programming interfaces (APIs)</p> <p>.system and technical documentation</p> <p>The supplier shall:</p> <p>.provide full source code turnover prior to final system acceptance</p> <p>.ensure that all deliverables are free from third-party ownership restrictions, licensing limitations, or proprietary constraints that would prevent the University from using, modifying, or enhancing the system</p> <p>.grant the University full rights to use, modify, maintain, and further develop the system without requiring additional permissions or fees</p> <p>All intellectual property rights arising from the project shall be transferred to the University upon final acceptance and full payment.</p> <p>No additional licensing fees shall be required for the continued use, modification, or expansion of the system.</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <p>.The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway / ESB).</p> <p>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</p> <p>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</p> <p>.The System shall integrate with</p> |  |
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|  | <p>the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary, medical, etc.)</li> </ul> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> </li> <li>.support configurable alerts for:</li> </ul> |  |
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|  | <p>-approvals<br/>         -deficiencies<br/>         -transactions<br/>         -system events<br/>         .allow role-based notification preferences<br/>         .maintain notification logs for audit purpose</p> <p>1.15 Master Data Governance (Student Information)<br/>         The System shall serve as the single source of truth for all student-related data across the University.<br/>         The System shall:<br/>         .maintain the official student profile, academic records, enrollment status, and academic history<br/>         .assign and manage unique Student Identification Numbers<br/>         .prevent duplication of student records across all systems<br/>         .synchronize student data updates in real time to all connected systems<br/>         .enforce data validation, standardization, and integrity rules</p> <p>All other University systems shall consume student data from this System via API and shall not maintain conflicting or duplicate records</p> <p>2. FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Enterprise Student Management Dashboard<br/>         The system shall provide a real-time, role-based dashboard that processes and displays academic, financial, operational, and student services data across all University units.</p> <p>2.1.1 MISTO (IT / System Administration Dashboard)<br/>         The system shall:<br/>         .process system logs, audit trails, and user activity records<br/>         .monitor system performance including response time, uptime, and concurrent users<br/>         .track system integrations including RFID, SMS, Queue</p> |  |
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|  | <p>Management System, and payment gateways</p> <ul style="list-style-type: none"> <li>.detect system errors, failed transactions, and security incidents</li> </ul> <p>The system shall display:</p> <ul style="list-style-type: none"> <li>.active users and concurrent sessions</li> <li>.system uptime and performance indicators</li> <li>.system errors and failed transactions</li> <li>.integration status of connected systems</li> <li>.security alerts and unusual system activities</li> </ul> <p>2.1.2 Office Of Academic Affairs Dashboard</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.process enrollment records, curriculum data, schedules, and faculty assignments</li> <li>.analyze academic performance including grades, completion rates, and failures</li> <li>.evaluate class utilization and subject demand</li> </ul> <p>The system shall display:</p> <ul style="list-style-type: none"> <li>.enrollment distribution by program, year level, and section</li> <li>.class utilization rates and available slots</li> <li>.subject demand and scheduling conflicts</li> <li>.academic performance indicators (passing rate, failure rate, completion rate)</li> <li>.faculty workload and teaching assignments</li> </ul> <p>2.1.3 Office Of Student Affairs (Osa) Dashboard</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.process disciplinary cases, complaints, and incident records</li> <li>.track student organization accreditation and compliance</li> <li>.monitor student participation in activities and programs</li> <li>.process RFID logs and student ID issuance records</li> </ul> <p>The system shall display:</p> <ul style="list-style-type: none"> <li>.number of active, pending, and resolved disciplinary cases</li> <li>.classification of offenses and incident trends</li> </ul> |  |
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|  | <p>.list and status of accredited student organizations</p> <p>.student participation and engagement metrics</p> <p>.RFID activity logs and ID issuance status</p> <p>2.1.4 Guidance Office Dashboard</p> <p>The system shall:</p> <p>.process counseling sessions, psychological testing results, and case records</p> <p>.track referrals, follow-ups, and shifting exam records</p> <p>.identify students requiring intervention</p> <p>The system shall display:</p> <p>.number of counseling sessions conducted</p> <p>.active and resolved counseling cases</p> <p>.students identified as at-risk</p> <p>.pending follow-ups and referrals</p> <p>.psychological testing statistics</p> <p>2.1.5 Scholarship and Financial Assistance Dashboard</p> <p>The system shall:</p> <p>.process scholarship applications, eligibility validation, and financial assistance records</p> <p>.track sponsor billing, receivables, and fund utilization</p> <p>.monitor student assistant deployment and assignments</p> <p>The system shall display:</p> <p>.total number of scholars by category</p> <p>.scholarship fund utilization and allocation</p> <p>.receivables from sponsors</p> <p>.student assistant deployment status</p> <p>.scholarship eligibility and compliance status</p> <p>2.1.6 Health Services Dashboard</p> <p>The system shall:</p> <p>.process medical records, consultations, diagnoses, and treatments</p> <p>.track health program participation and medical compliance</p> <p>.monitor medical clearance and referrals</p> <p>The system shall display:</p> |  |
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|  | <p>.number of consultations conducted</p> <p>.common illnesses and health trends</p> <p>.students with medical alerts or chronic conditions</p> <p>.medical clearance status</p> <p>.emergency cases and hospital referrals</p> <p>2.1.7 Cross-Unit And Executive Dashboard</p> <p>The system shall:</p> <p>.process unified student profiles combining academic, financial, medical, and behavioral data</p> <p>.integrate clearance data across academic, financial, guidance, health, and OSA units</p> <p>.process queue, appointment, and service transaction data</p> <p>.process financial transactions including collections, balances, and receivables</p> <p>The system shall display:</p> <p>.student lifecycle status from admission to graduation</p> <p>.unified clearance status across all offices</p> <p>.real-time queue status and service turnaround time</p> <p>.financial overview including collections and outstanding balances</p> <p>.alerts for pending actions including:</p> <ul style="list-style-type: none"> <li>-unpaid balances</li> <li>-pending counseling</li> <li>-medical requirements</li> <li>-disciplinary cases</li> </ul> <p>.referral tracking across offices including pending and completed actions</p> <p>2.1.8 Dashboard Functional Capabilities</p> <p>The system shall:</p> <p>.provide role-based dashboard views per office</p> <p>.support drill-down from summary data to detailed records</p> <p>.allow filtering by program, department, year level, and date range</p> <p>.support real-time data updates</p> |  |
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|  | <p>and synchronization</p> <p>.allow export of dashboard reports in PDF, Excel, and CSV formats</p> <h2>2.2 User Profile Management</h2> <p>The system shall support profile management for:</p> <ul style="list-style-type: none"> <li>.students</li> <li>.faculty members</li> <li>.administrative staff</li> </ul> <p>The system shall allow users to:</p> <ul style="list-style-type: none"> <li>.update personal information</li> <li>.manage account credentials</li> <li>.enable multi-factor authentication (MFA)</li> </ul> <p>The system shall maintain audit logs of user activities</p> <h2>2.3 Bulletin &amp; Communication Management</h2> <p>The system shall provide communication tools allowing administrators to:</p> <ul style="list-style-type: none"> <li>.publish announcements</li> <li>.distribute institutional notices</li> <li>.create surveys and polls</li> <li>.send alerts and notifications to students and faculty</li> </ul> <p>Notifications may be delivered through:</p> <ul style="list-style-type: none"> <li>.system portal</li> <li>.email</li> <li>.SMS integration</li> </ul> <h2>2.4 Academic Structure and Organizational Management</h2> <p>The system shall support configuration of the University academic structure including:</p> <ul style="list-style-type: none"> <li>.school profile and branding</li> <li>.academic year and term schedules</li> <li>.colleges and departments</li> <li>.organizational roles and signatories</li> <li>.grade display formats and grading schemas</li> </ul> <h2>2.5 Admission Management Module</h2> <p>The system shall digitize the entire admission process including:</p> <ul style="list-style-type: none"> <li>.online application forms</li> <li>.requirements submission</li> <li>.admission evaluation and acceptance</li> <li>.Creation of student accounts with automatic permanent or</li> </ul> |  |
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|  | <p>temporary IDs.</p> <p>.Facility to merge a duplicate student account (including all its transactions) into the original account so that the duplicate account can then be deleted.</p> <p>.Identification for New, Freshman, Returnee, Shiftee, Graduating, Transferee, Cross Enrollee, Foreigner, etc.</p> <p>.scheduling of examinations and interviews</p> <p>.applicant status tracking portal</p> <p>Applicants shall be able to monitor application status through a self-service portal.</p> <p>2.6 Curriculum and Academic Program Management</p> <p>The system shall allow management of:</p> <p>.degree programs and academic tracks</p> <p>.course prerequisites and co-requisites</p> <p>.Automatically evaluate students based on their respective curriculum</p> <p>.Automatic crediting of internal and equivalent subjects</p> <p>.System assisted crediting of external subjects (from other schools)</p> <p>.curriculum versioning for CHED and accreditation compliance</p> <p>.curriculum duplication for efficient setup</p> <p>2.7 Section &amp; Schedule Management</p> <p>The system shall support:</p> <p>.creation and modification of class sections</p> <p>.Use class codes (separated by space entered in one line only) for irregular students</p> <p>.assignment of schedules, rooms, and instructors</p> <p>.automatic detection of schedule conflicts</p> <p>.Encoding of enrolled subjects by block section for regular students</p> <p>.Adding and dropping of subjects with automatic reassessment</p> <p>.Transfer students from one class to another or subjects of student</p> |  |
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|  | <p>to another section</p> <p>.replication of schedules across academic terms</p> <p>.Automatically finds available schedules for the problematic subjects of student</p> <p>.generation of schedule utilization reports</p> <p>2.8 Student Records &amp; Requirements Management</p> <p>The system shall maintain a centralized repository of student academic records including:</p> <p>.academic history</p> <p>.Entry of grades by teacher or registrar through network</p> <p>.course completions</p> <p>.documentary requirements.</p> <p>The system shall generate academic reports including:</p> <p>.grade reports</p> <p>.student academic standing</p> <p>.transcript data</p> <p>.Viewing and printing of Student Profile</p> <p>The system shall:</p> <p>.support bulk import of student records</p> <p>.Saves student performance, absences, and violations</p> <p>.Controlled editing of grades through authorization and privilege</p> <p>.manage academic records and grade histories</p> <p>.track documentary requirements</p> <p>.manage scholarship and voucher tagging</p> <p>.generate requirement compliance reports</p> <p>2.9 Enrollment Adjustment Management</p> <p>The system shall support enrollment modification processes including:</p> <p>.adding subjects</p> <p>.dropping subjects</p> <p>.section transfers</p> <p>The system shall enforce configurable deadlines and approval workflows.</p> <p>2.10 Clearance Management</p> <p>The system shall:</p> <p>.manage student clearance processes across multiple offices</p> |  |
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|  | <p>.support configurable multi-step clearance workflows</p> <p>.notify students of deficiencies and pending approvals</p> <p>.generate clearance reports and dashboards.</p> <p>2.11 Accounts &amp; Role-Based Access Control</p> <p>The system shall implement Role-Based Access Control (RBAC) and identity management. The system shall:</p> <p>.define user roles and permissions</p> <p>.secure sensitive student data</p> <p>.allow temporary or permanent account suspension</p> <p>.maintain detailed system audit logs</p> <p>2.12 Fee, Payment , Assessment and Arrears Management</p> <p>The system shall support comprehensive management of tuition fees, assessments, payments, scholarships, and receivables</p> <p>2.12.1 Fee and Assessment Configuration</p> <p>The system shall:</p> <p>.create and manage tuition fee templates</p> <p>.maintain a user-defined Chart of Accounts including:</p> <ul style="list-style-type: none"> <li>-account code</li> <li>-description</li> <li>-account type</li> <li>-parent account</li> <li>-subsidiary and ordering</li> </ul> <p>.define fees with attributes including:</p> <ul style="list-style-type: none"> <li>-code and description</li> <li>-fee type (tuition, miscellaneous, laboratory, other fees)</li> <li>-collection or income account</li> <li>-fund classification</li> <li>-priority level</li> </ul> <p>.manage funds, banks, and bank accounts</p> <p>.configure assessment criteria based on:</p> <ul style="list-style-type: none"> <li>-level, department, course, and year</li> <li>-student classification (new, old, freshman, transferee, returnee, shiftee, graduating,</li> </ul> |  |
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| <p>foreigner, etc.)</p> <p>.support special assessment cases including:</p> <ul style="list-style-type: none"> <li>-no tuition</li> <li>-single subject enrollment</li> <li>-late enrollment</li> <li>-adding and dropping of subjects</li> </ul> <p>.configure assessment computation based on:</p> <ul style="list-style-type: none"> <li>-per unit</li> <li>-per subject</li> <li>-per hour</li> <li>-fixed amount</li> <li>-packaged fees</li> </ul> <p>.allow authorized overriding of individual assessments</p> <p>.automatically include laboratory and other charges for applicable subjects</p> <p>2.12.2 Payment Terms and Assessment Processing</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.define down payment requirements by level, department, course, or year</li> <li>.support installment payment plans</li> <li>.distribute previous balances across scheduled payments</li> <li>.configure collection periods aligned with academic terms (e.g., preliminary, midterm, final)</li> <li>.automatically generate assessment upon enrollment</li> <li>.automatically reassess student accounts when fees are updated or corrected</li> <li>.track outstanding balances and arrears</li> <li>.generate automated payment reminders</li> </ul> <p>2.12.3 Scholarship, Discounts, and Government Grants Integration</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.manage user-defined scholarships and discount classifications</li> <li>.support both internal and external scholarship programs (e.g., UniFAST or equivalent)</li> <li>.allow automatic validation of qualified grantees</li> <li>.define scholarship parameters including:</li> </ul> |  |
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|  | <p>-maximum units</p> <p>-tuition and fee coverage</p> <p>-fixed or percentage-based discounts</p> <p>.encode scholarship grantees with automatic computation of benefits</p> <p>.support multiple scholarships or discounts per student</p> <p>.distribute sponsor payments to applicable student accounts</p> <p>.automatically update sponsor receivables and ledger accounts</p> <p>.generate reports including:</p> <p>-list of grantees</p> <p>-summary of scholarships and discounts</p> <p>-detailed distribution of discounts across fee types</p> <p>-summary of collected fees</p> <p>2.12.4 Financial Monitoring and Reporting</p> <p>The system shall generate financial reports including:</p> <p>.student account balance reports</p> <p>.accounts receivable reports</p> <p>.delinquency and aging reports</p> <p>.reports on uncharged or missed laboratory and professional fees</p> <p>2.13 Cashier and Payment Processing</p> <p>The system shall support comprehensive cashiering and payment processing functions for student financial transactions.</p> <p>2.13.1 Cashier Operations</p> <p>The system shall allow the cashier to:</p> <p>.configure collection periods (e.g., preliminary, midterm, final examinations) with defined dates</p> <p>.automatically reassess student accounts when fees are updated or corrected</p> <p>.generate financial reports including:</p> <p>-detailed assessment reports (fees in columns)</p> <p>-enrollment and assessment summaries</p> <p>-assessment by fee type</p> <p>-summary by department</p> <p>-assessment and collection reports</p> |  |
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| <p>.support integration with smartcard/RFID readers for student identification</p> <p>.automatically compute required payments for down payment and examination periods</p> <p>.automatically detect applicable payment periods based on the student's latest transaction</p> <p>.automatically distribute payments across assessed and adjusted fees</p> <p>.process payments through:</p> <ul style="list-style-type: none"> <li>-cash</li> <li>-bank transactions</li> <li>-online payment gateways</li> </ul> <p>.record and monitor promissory notes</p> <p>.issue official receipts</p> <p>.process refunds and payment adjustments</p> <p>.generate statements of account and cashier transaction reports</p> <p>2.13.2 Online Payment Processing</p> <p>The system shall support online payment processing with the following capabilities:</p> <p>.provide predefined payment types (e.g., tuition, miscellaneous fees, penalties) for faster transaction processing</p> <p>.display clear and categorized payment options for ease of use</p> <p>.allow uploading of payment proof (e.g., GCash, bank transfer) for verification and reconciliation</p> <p>.provide an administrator approval interface for validation of uploaded payments</p> <p>.integrate with smartcard/RFID systems for student identification</p> <p>.support payment categories such as:</p> <ul style="list-style-type: none"> <li>-tuition fees</li> <li>-miscellaneous and other school fees</li> <li>-library fines and other penalties</li> </ul> <p>.integrate with secure online payment gateways (e.g., DragonPay or BSP-accredited equivalent)</p> <p>.automatically update student</p> |  |
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|  | <p>portal with payment status and outstanding balances</p> <p>2.14 Student Portal</p> <p>The system shall:</p> <p>.Task Calendar: A calendar view showing deadlines and scheduled activities</p> <p>.Time Tracking: Displays the real-time countdown to assigned activity deadlines thereby enabling students to efficiently manage their time and assignments.</p> <p>.Real-Time Grading: Grade assignments as they are submitted, providing instant feedback</p> <p>.Integrated to the Faculty Evaluation Portal: automatically displays the evaluation questionnaire per faculty (no printing of evaluation questionnaires)</p> <p>2.15 Faculty Portal</p> <p>The system shall:</p> <p>.Integrated to the Class Scheduling Wizard: automatically displays student information such name, ID # and course (no re-encoding).</p> <p>.Entry of grades by teacher through network</p> <p>.Supports input raw scores online or pen-and-paper activities. Date when the entry is made automatically recorded.</p> <p>.Supports input multiple grading codes</p> <p>.Supports override raw scores or final grade</p> <p>.Automatically assigns remarks to students: passed, failed, incomplete, etc.</p> <p>.Supports input of required signatories to the final grade report</p> <p>.Supports generation of final grade report in PDF or Excel showing the grade per student as well as the required signatories</p> <p>.Integrated to the Registrar's Module: automatically sends the final grades to the Registrar (no re-encoding of grades on the</p> |
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|  | <p>Registrar's Module)</p> <p>2.16 Faculty Assessment Portal</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Supports set up of evaluation questions and stores them in a questions data bank.</li> <li>.Supports user-defined codes per type of teacher evaluation</li> <li>.Supports scheduling of teacher evaluation</li> <li>.Supports generation of report evaluation report</li> </ul> <p>2.17 Administrator Portal</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Supports sending a mass SMS message to enrolled students and may be filtered according to year level, educational level, department, course, section, etc.</li> <li>.Supports sending a mass SMS message to parents, guardians or sponsors of enrolled students, and may be filtered according to year level, educational level, department, course, section, etc</li> </ul> <p>2.18 Student Support Services Integration Module</p> <p>The System shall provide a fully integrated Student Support Services Module that digitizes and automates processes of the following external student service units:</p> <ul style="list-style-type: none"> <li>.Guidance and Counseling Center</li> <li>.University Health Services Center</li> <li>.Scholarship Office</li> <li>.Office of Student Affairs (OSA)</li> </ul> <p>The module shall support workflow-based processing, inter-office coordination, and real-time student service tracking.</p> <p>2.18.1 Guidance &amp; Counseling Services Module</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>A. Psychological Testing Management</li> <li>.schedule psychological testing activities per college</li> <li>.manage test administration, scoring, and result encoding</li> <li>.generate psychological test reports</li> </ul> |  |
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|  | <p>.allow controlled release of results with consultation</p> <p>B. Counseling Services Workflow</p> <p>.allow students to request counseling (online or walk-in encoding)</p> <p>.support intake interview documentation</p> <p>.record counseling sessions and case notes</p> <p>.enable referral to specialists (psychologist, medical doctor, etc.)</p> <p>.track follow-up sessions and case resolution</p> <p>C. Shifting Exam Processing</p> <p>.online application for shifting exam</p> <p>.requirements tracking and validation</p> <p>.exam scheduling and payment tagging</p> <p>.result release with counseling integration</p> <p>.endorsement tracking to:</p> <ul style="list-style-type: none"> <li>-originating college</li> <li>-receiving college</li> <li>-admission office</li> </ul> <p>2.18.2 University Health Services Module</p> <p>The system shall:</p> <p>A. Student Medical Records Management</p> <p>.maintain electronic health records (EHR) of students</p> <p>.store consultation, diagnosis, and treatment history</p> <p>.track chronic conditions and medical alerts</p> <p>B. Consultation &amp; Clinical Services</p> <p>.manage outpatient consultation records</p> <p>.record prescriptions, treatments, and referrals</p> <p>.track emergency cases and hospital referrals</p> <p>C. Pre-Enrollment &amp; Compliance Health Checks</p> <p>.manage medical assessment for freshmen and transferees</p> <p>.enforce health clearance before enrollment</p> <p>D. Health Programs Monitoring</p> <p>.track participation in:</p> |  |
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|  | <p>-drug testing</p> <p>-HIV screening</p> <p>-dental and medical exams</p> <p>.generate health statistics and reports</p> <p>2.18.3 Scholarship &amp; Student Financial Assistance Module</p> <p>The system shall:</p> <p>A. Scholarship Application &amp; Validation</p> <p>.accept scholarship applications (internal/external)</p> <p>.validate eligibility based on:</p> <p>-grades</p> <p>-income classification</p> <p>-program criteria</p> <p>B. Grant Management</p> <p>.manage multiple scholarships per student</p> <p>.automate discount application to tuition</p> <p>.track sponsor billing and receivables</p> <p>C. Student Assistant (SA) / Work Program Integration</p> <p>.manage student assistant applications</p> <p>.track:</p> <p>-requirements submission</p> <p>-interviews and evaluation</p> <p>-deployment to offices</p> <p>.support approval workflow:</p> <p>-CJPC - Screening Committee - VPSAS - President</p> <p>D. Reports</p> <p>.list of scholars and grantees</p> <p>.utilization of funds</p> <p>.deployment and assignment reports</p> <p>2.18.4 Office Of Student Affairs (OSA) Module</p> <p>A. Student Discipline Management System</p> <p>The system shall:</p> <p>.allow filing of complaints (faculty/staff/student)</p> <p>.manage case lifecycle:</p> <p>-complaint intake</p> <p>-investigation</p> <p>-committee deliberation</p> <p>-decision approval</p> <p>support Student Disciplinary Tribunal (SDT) workflow</p> <p>.record sanctions and disciplinary history</p> |  |
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|  | <p>.generate case reports</p> <p>B. Student Organization Management</p> <p>.online application for new organizations and renewal</p> <p>.submission and validation of requirements</p> <p>.workflow routing:</p> <p>-OSA - VPSAS - Legal Office - President</p> <p>.issuance of Certificate of Accreditation</p> <p>C. Student ID Management (Integrated with RFID)</p> <p>.application for new ID</p> <p>.replacement of lost/damaged ID</p> <p>.verification against OSA records</p> <p>.integration with:</p> <p>-RFID system</p> <p>-cashier (payment validation)</p> <p>-ID printing unit</p> <p>D. Student Activity &amp; Engagement Monitoring</p> <p>.track student participation in:</p> <p>-organizations</p> <p>-events</p> <p>-disciplinary programs</p> <p>.integrate with student profile and clearance system</p> <p>2.18.5 Cross-Office Workflow Integration</p> <p>The system shall enable end-to-end inter-office coordination, including:</p> <p>A. Clearance Integration</p> <p>.automatically check student status from:</p> <p>-Guidance (pending counseling cases)</p> <p>-Health (medical clearance)</p> <p>-Scholarship (financial obligations)</p> <p>-OSA (disciplinary cases)</p> <p>B. Unified Student Profile</p> <p>.consolidate data from all units into one record:</p> <p>-academic</p> <p>-medical</p> <p>-behavioral</p> <p>-financial</p> <p>-co-curricular</p> <p>C. Referral System</p> <p>.allow one office to refer a student to another:</p> <p>-OSA - Guidance (behavioral</p> |  |
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|  | <p>case)</p> <p>-Guidance - Health (medical/mental case)</p> <p>-Health - Guidance (mental health referral)</p> <p>D. Notification Integration</p> <p>.automated alerts for:</p> <p>-counseling schedules</p> <p>-medical appointments</p> <p>-disciplinary notices</p> <p>-scholarship updates</p> <p>3.0 ENTERPRISE DATA BACKUP AND DISASTER RECOVERY REQUIREMENTS</p> <p>The system shall implement enterprise data protection including:</p> <p>.automated daily incremental backups</p> <p>.weekly full backups</p> <p>.off-site backup storage(Provide By WMSU Server)</p> <p>.disaster recovery procedures for system restoration</p> <p>.Source code Turn-over</p> <p>The system shall ensure data integrity verification and secure recovery processes.</p> <p>4.0 HARDWARE INFRASTRUCTURE AND STUDENT SERVICES EQUIPMENT</p> <p>4.1 Student Information System Workstations (20 Units)</p> <p>The supplier shall provide dedicated workstations to support all operational units of the Student Information Management System, including:</p> <p>.Office of the Registrar and Enrollment Units</p> <p>.Guidance and Counseling Center</p> <p>.University Health Services Center</p> <p>.Office of Student Affairs (OSA)</p> <p>.Scholarship and Student Financial Assistance Office</p> <p>.System Administration and IT Units</p> <p>These workstations shall be used for:</p> <p>.student enrollment and registration processing</p> <p>.academic records management</p> |  |
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|  | <p>and grading</p> <p>.counseling, psychological testing, and case management</p> <p>.medical records and health service monitoring</p> <p>.student discipline, organization, and activity management</p> <p>.scholarship processing and financial assistance tracking</p> <p>.system administration, reporting, and analytics</p> <p>Each workstation shall include:</p> <p>Specifications:</p> <p>.Processor: minimum 12 cores and 16 threads, at least 3.0 GHz base clock speed</p> <p>.Graphics Processing Unit (GPU): integrated or dedicated GPU with at least 4GB VRAM</p> <p>.Memory: at least 16GB DDR4/DDR5 RAM (expandable to 32GB or higher)</p> <p>.Storage: at least 512GB NVMe SSD</p> <p>.Display: at least 24" Full HD IPS monitor suitable for multi-window operations</p> <p>.Power Protection: minimum 1000VA Line-Interactive UPS with AVR</p> <p>.Connectivity: Gigabit LAN, Wi-Fi capable</p> <p>.Accessories: keyboard and optical mouse .</p> <p>of .Furniture:</p> <p>-Ergonomic Office Chair</p> <p>-Office Work Table</p> <p>4.2 Queue Management and Slip Printing System (Complete Package)</p> <p>The supplier shall provide an integrated Queue Management and Slip Printing System to support efficient delivery of student services across the University, including the Office of the Registrar, Office of Student Affairs (OSA), Health Services, and Guidance Offices. The system shall automate queuing, ticket generation, and service flow management to improve operational efficiency and reduce waiting time. The system shall include the</p> |  |
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|  | <p>following components:</p> <ul style="list-style-type: none"> <li>.Thermal receipt printers</li> <li>.Queue display monitors</li> <li>.Counter calling devices</li> <li>.Queue management software with dashboard</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.generate queue numbers for student transactions</li> <li>.print queue tickets, appointment slips, and confirmations</li> <li>.display real-time queue status on monitors</li> <li>.allow staff to call and manage queue numbers</li> <li>.provide analytics and reports on service time and volume</li> <li>.integrate with the Student Information Management System (SIMS)</li> </ul> <p>4.2.1 Thermal Receipt Printer (Slip / Ticket Printer) (10 units)</p> <p>The supplier shall provide thermal receipt printers for printing student transaction slips.</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Print Method: Direct Thermal Printing</li> <li>.Print Speed: at least 200 mm/sec</li> <li>.Resolution: at least 203 dpi</li> <li>.Paper Width: 80 mm</li> <li>.Auto Cutter: Automatic cutter</li> <li>.Interface: USB + LAN</li> <li>.Command Support: ESC/POS or equivalent</li> <li>.Print Head Life: at least 150 km</li> <li>.Cutter Life: at least 1.5 million cuts</li> </ul> <p>4.2.2 Queue Display System (5 units)</p> <p>The supplier shall provide display systems for real-time queue monitoring.</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Display: at least 43" LED screen</li> <li>.Resolution: Full HD or higher</li> <li>.Connectivity: HDMI/LAN</li> <li>.Wall-mount capable</li> </ul> <p>4.2.3 Counter Calling System (Staff Terminal) (5 units)</p> <p>The supplier shall provide counter calling devices for staff.</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Desktop or tablet-based</li> </ul> |  |
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|  | <p>interface</p> <p>.With calling software</p> <p>.Audio notification capability</p> <p>4.2.4 Queue Management Software</p> <p>The supplier shall provide software for queue control and analytics.</p> <p>Features:</p> <p>.queue ticket generation</p> <p>.real-time queue monitoring dashboard</p> <p>.counter assignment and control</p> <p>.reporting and analytics</p> <p>.integration with SIMS</p> <p>4.3 Network and Security Infrastructure</p> <p>The supplier shall provide:</p> <p>.enterprise-grade firewall with intrusion prevention system (IPS)</p> <p>.managed network switches</p> <p>.secure LAN/WAN connectivity</p> <p>.network monitoring and alerting tools</p> <p>5.0 SERVICE LEVEL AGREEMENT (SLA) AND SYSTEM PERFORMANCE REQUIREMENTS</p> <p>The supplier shall provide Service Level Agreement (SLA) commitments covering system performance, support services, and operational reliability.</p> <p>5.1 Support and Maintenance Coverage</p> <p>The supplier shall provide three (3) years of warranty and technical support starting from the official system acceptance date</p> <p>Support services shall include:</p> <p>.provision of system updates and enhancements</p> <p>.security patches and vulnerability mitigation</p> <p>.bug fixes and issue resolution</p> <p>.system performance monitoring and optimization</p> <p>.helpdesk or ticketing system for incident reporting and support requests</p> <p>5.2 Performance and Response Standards</p> <p>The system and the supplier shall comply with the following measurable performance</p> |  |
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|  | <p>standards:</p> <p>Category Requirement</p> <p>Support Ticket Initial response within 48 hours</p> <p>Response Time</p> <p>Issue Resolution Resolution with 5 Days, depending on Time severity</p> <p>Concurrent Users System must support at least 5,000</p> <p>concurrent users during peak enrollment periods</p> <p>5.3 System Availability and Data Protection</p> <p>To ensure operational continuity and data integrity, the following requirements shall be implemented:</p> <ul style="list-style-type: none"> <li>.automated daily incremental backups</li> <li>.weekly full system backups</li> <li>.off-site storage of backup data for disaster recovery</li> <li>.system deployment on high-availability server infrastructure</li> <li>.encrypted user communications</li> <li>.support for Multi-Factor Authentication (MFA)</li> </ul> <p>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES</p> <p>The University Student Information System shall only be considered fully delivered and accepted after the supplier successfully completes the following acceptance requirements:</p> <p>6.1 System Acceptance Testing</p> <p>The system must pass the following validation procedures:</p> <ul style="list-style-type: none"> <li>.System Testing</li> <li>.Integration Testing</li> <li>.Performance Testing</li> <li>.Security Configuration Verification</li> <li>.User Acceptance Testing (UAT)</li> </ul> <p>User Acceptance Testing shall be conducted with representatives from the following offices:</p> <ul style="list-style-type: none"> <li>.Office of the University Registrar</li> <li>.Accounting and Cashier Offices</li> <li>.Academic Departments</li> </ul> |  |
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|  | <p>.Information Technology Office</p> <p>6.2 Data Migration Validation</p> <p>The supplier shall demonstrate successful migration of legacy data including:</p> <ul style="list-style-type: none"> <li>.student profiles</li> <li>.academic records and grade history</li> <li>.enrollment records</li> <li>.financial account records.</li> </ul> <p>Migration reports shall confirm data completeness, accuracy, and integrity.</p> <p>6.3 Performance Validation</p> <p>The system shall demonstrate operational capability under peak load conditions including:</p> <ul style="list-style-type: none"> <li>.support for at least 5,000 concurrent users</li> <li>.compliance with the 3-second system response requirement.</li> </ul> <p>6.4 Documentation and Knowledge Transfer</p> <p>Prior to final acceptance, the supplier shall deliver:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema documentation</li> <li>.system administration manuals</li> <li>.user manuals</li> <li>.cybersecurity and backup procedures.</li> </ul> <p>The supplier shall conduct all required training and knowledge transfer sessions for University personnel.</p> <p>2.) TRANSCRIPT OF RECORDS MANAGEMENT SYSTEM</p> <p>End-User: Registrar Office</p> <p>1.0 GENERAL REQUIREMENTS:</p> <p>The University Transcript of Records Management System (TORMS) shall provide a centralized, secure, and automated enterprise platform for the management, processing, verification, and issuance of official academic records including:</p> <ul style="list-style-type: none"> <li>.Transcript of Records (TOR)</li> <li>.Certifications</li> <li>.Academic credentials</li> <li>.Student academic history</li> </ul> |  |
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|  | <p>.Alumni records</p> <p>The system shall support the operational processes of the University Registrar's Office, including:</p> <ul style="list-style-type: none"> <li>.academic records consolidation</li> <li>.transcript generation and verification</li> <li>.document request processing</li> <li>.certification issuance</li> <li>.alumni records management</li> <li>.integration with institutional academic systems</li> </ul> <p>The TORMS shall be fully integrated with the University Smart Campus Information Systems, including:</p> <ul style="list-style-type: none"> <li>.Enrollment System</li> <li>.Student Information System</li> <li>.Finance / Accounting System</li> <li>.University Document Management System</li> <li>.University Portal</li> </ul> <p>The system shall comply with the following regulations and standards:</p> <ul style="list-style-type: none"> <li>.Philippine Data Privacy Act (RA 10173)</li> <li>.CHED academic records policies</li> <li>.ISO 9001:2015 Quality Management System</li> <li>.COA government records audit requirements.</li> </ul> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The supplier shall design and implement a secure, scalable, and enterprise-grade Transcript of Records Management System. The system shall:</p> <ul style="list-style-type: none"> <li>.provide web-based access through modern web browsers</li> <li>.support multi-campus and multi-college deployment</li> <li>.support modular architecture for future Smart Campus expansion</li> <li>.support Application Programming Interface (API) integration with other university information systems</li> <li>.ensure system scalability to support future institutional digital</li> </ul> |  |
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| <p>services</p> <p>.support real-time data synchronization with other University enterprise systems</p> <p>.support at least 500 concurrent users</p> <p>.return system queries and transcript retrieval results within three (3) seconds under normal operating conditions</p> <p>.support database optimization and indexing mechanisms for efficient retrieval of large academic records datasets</p> <p>.support load balancing capability when deployed in multi-server environments</p> <p>.maintain system availability of at least 99.5% uptime excluding scheduled maintenance</p> <p>1.2 Perpetual License Fee</p> <p>The system shall include a perpetual enterprise software license granting the University lifetime usage rights. The license shall include:</p> <p>.unlimited internal users</p> <p>.full administrative control</p> <p>.unlimited academic records storage within deployed infrastructure</p> <p>.no recurring subscription cost except for support and maintenance services.</p> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <p>.install and deploy the system on University-approved infrastructure</p> <p>.support deployment through on-premise servers or secure cloud infrastructure</p> <p>.configure the following:</p> <ul style="list-style-type: none"> <li>-user accounts and role-based access control (RBAC)</li> <li>-transcript templates and document formats</li> <li>-academic program structures</li> <li>-approval workflows</li> <li>-system security settings</li> <li>-authentication and identity management policies.</li> </ul> <p>The system shall support:</p> <p>.multi-level user roles, including</p> |  |
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|  | <p>Registrar administrators, Registrar staff, academic coordinators, system administrators, students, and alumni users</p> <p>.strong password policies and account lockout mechanisms for failed login attempts</p> <p>.optional Multi-Factor Authentication (MFA) for privileged system users.</p> <p>The supplier shall perform system configuration verification prior to system acceptance</p> <p>1.4 User Workflow Integration</p> <p>The system shall implement workflows aligned with Registrar operations, including:</p> <p>.transcript request processing</p> <p>.academic records verification</p> <p>.transcript approval and release</p> <p>.certification generation</p> <p>.alumni record access and validation.</p> <p>The system shall support:</p> <p>.configurable approval hierarchies</p> <p>.digital workflow routing</p> <p>.automated request tracking</p> <p>.integration with the University portal for online student services.</p> <p>.interoperability with the Enrollment System, Student Information System, Finance Management System, and Document Management System</p> <p>.real-time synchronization of student academic records and transcript data across University enterprise systems</p> <p>1.5 Training and Knowledge Transfer</p> <p>The supplier shall conduct structured training sessions for:</p> <p>.Registrar's Office personnel</p> <p>.Records management staff</p> <p>.Alumni relations staff</p> <p>.System administrators</p> <p>.IT system administrators</p> <p>Training materials shall include:</p> <p>.user manuals</p> <p>.system administration guides</p> <p>.video tutorials</p> <p>.operational procedures documentation.</p> |  |
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|  | <p>1.6 Post-Implementation Documentation<br/>The supplier shall provide complete documentation including:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema</li> <li>.workflow diagrams</li> <li>.system administration manuals</li> <li>.user manuals</li> <li>.disaster recovery procedures</li> <li>.data privacy compliance documentation.</li> </ul> <p>1.7 Testing and Commissioning<br/>The supplier shall conduct:</p> <ul style="list-style-type: none"> <li>.system testing</li> <li>.integration testing</li> <li>.performance testing</li> <li>.security testing</li> <li>.User Acceptance Testing (UAT)</li> </ul> <p>The system shall be accepted only after successful completion of UAT and formal approval by the University.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services<br/>The supplier shall:</p> <ul style="list-style-type: none"> <li>.conduct assessment of existing academic records</li> <li>.migrate legacy records from:</li> <li>.student databases</li> <li>.spreadsheet records</li> <li>.archived digital records</li> <li>.support digitization of historical academic records</li> <li>.perform data validation and reconciliation before system go-live</li> </ul> <p>1.9 Project Management<br/>The supplier shall provide Project Management Services covering planning, implementation, deployment, and completion of the TORMS.</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.assign a dedicated Project Manager and technical implementation team</li> <li>.coordinate project activities with the University</li> <li>.submit the following documents:</li> <li>.project implementation plan</li> <li>.project schedule (Gantt chart)</li> <li>.weekly progress reports</li> </ul> |  |
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|  | <p>.risk management plan</p> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>The supplier shall provide:</p> <ul style="list-style-type: none"> <li>.three (3) years warranty</li> <li>.technical support services</li> <li>.system updates and upgrades</li> <li>.security patches</li> <li>.performance optimization</li> </ul> <p>Support services shall include:</p> <ul style="list-style-type: none"> <li>.helpdesk</li> <li>.defined Service Level Agreement (SLA):</li> <li>.response time: within 4 hours</li> <li>.issue resolution: within 24-48 hours</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>The University shall retain full ownership of all system data, including but not limited to student records, academic records, transcripts, certifications, alumni data, and all related information stored within the system. All system configurations, customizations, workflows, and databases developed or implemented under this project shall be the exclusive property of the University. For custom-developed components, the University shall have full rights to use, modify, and maintain the system for institutional purposes. The supplier shall not restrict access to system data, nor impose limitations that prevent the University from extracting, backing up, or migrating its data at any time</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture through a centralized Enterprise Integration Layer. The System shall:</p> <ul style="list-style-type: none"> <li>.support secure RESTful API-based integration with all University Information Systems</li> <li>.connect through a centralized</li> </ul> |  |
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|  | <p>API Gateway or Enterprise Service Bus (ESB)</p> <ul style="list-style-type: none"> <li>.support real-time data synchronization across systems</li> <li>.ensure interoperability with: <ul style="list-style-type: none"> <li>-Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-University Portal</li> </ul> </li> <li>.support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based)</li> <li>.maintain audit logs for all cross-system transactions</li> <li>.ensure consistency, validation, and integrity of shared data across systems</li> </ul> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University. The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary, medical, etc.)</li> </ul> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> </li> <li>.notify users on:</li> </ul> |  |
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|  | <p>-request status updates</p> <p>-deficiencies and clearance issues</p> <p>-payment verification</p> <p>-approval and release status</p> <p>.support configurable notification rules and role-based alerts</p> <p>.maintain notification logs for audit and monitoring purposes</p> <p>1.15 Master Data Governance</p> <p>The System shall recognize the Enrollment System as the single source of truth for student academic and profile data.</p> <p>The System shall:</p> <p>.retrieve student data from the Enrollment System via API</p> <p>.prevent duplication of student records</p> <p>.synchronize updates across all connected systems</p> <p>The System shall implement unique identifiers including Student ID and Transaction Reference Numbers for traceability</p> <p>2 FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Academic Records Integration Module</p> <p>The system shall integrate with the University academic systems and automatically synchronize:</p> <p>.student profile information</p> <p>.program and curriculum records</p> <p>.grades and academic history</p> <p>.enrollment records</p> <p>The system shall:</p> <p>.support secure API-based data exchange with University enterprise systems</p> <p>.perform automated data validation and synchronization</p> <p>.ensure data consistency across all integrated systems.</p> <p>.support future integration with Smart Campus digital credential verification services and institutional analytics platforms.</p> <p>The System shall retrieve all academic records, grades, curriculum data, and enrollment history from the Enrollment</p> |  |
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|  | <p>System via secure API. The System shall not allow manual encoding or modification of academic records outside authorized integration workflows. All academic data shall remain consistent with the Enrollment System at all times</p> <p>2.2 Transcript of Records Generation Module</p> <p>The system shall support automated generation of official transcripts.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.generate official Transcript of Records (TOR) in the approved University format</li> <li>.support secure digital signature validation of authorized Registrar officials</li> <li>.embed QR Code or secure verification code in each transcript for authenticity validation</li> <li>.support secure printing of transcripts with controlled access authorization</li> <li>.maintain transcript version control to prevent unauthorized modification</li> <li>.maintain complete transcript issuance history including print logs and digital issuance records</li> </ul> <p>The system shall support digital transcript verification through an online verification service that allows authorized parties such as employers, institutions, and government agencies to validate the authenticity of issued transcripts.</p> <p>The verification service shall:</p> <ul style="list-style-type: none"> <li>.allow validation using QR code or verification reference number</li> <li>.display limited transcript verification details without exposing confidential student information</li> <li>.record verification attempts for audit purposes</li> </ul> <p>2.3 Certification and Academic Document Issuance Module</p> <p>The system shall allow generation and issuance of academic certifications including:</p> <ul style="list-style-type: none"> <li>.certification of enrollment</li> </ul> |  |
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|  | <p>.certification of graduation</p> <p>.certification of academic standing</p> <p>.certification of units earned</p> <p>The system shall:</p> <p>.support configurable certification templates</p> <p>.maintain document issuance logs</p> <p>.allow digital verification of issued certifications</p> <p>2.4 Academic Computation and Academic Standing Module</p> <p>The system shall automatically compute:</p> <p>.General Weighted Average (GWA)</p> <p>.academic standing</p> <p>.eligibility for graduation</p> <p>.Latin honors classification.</p> <p>The system shall generate reports including:</p> <p>.GWA per student</p> <p>.honor graduates per program</p> <p>.academic performance reports.</p> <p>2.5 Transcript Request and Tracking Module</p> <p>The system shall support online transcript and certification requests, including local and foreign (international) certification requests, through the University portal.</p> <p>2.5.1 Request Initiation and Classification Module</p> <p>The system shall:</p> <p>.allow students and alumni to submit transcript and certification requests through the University portal</p> <p>.support requests for:</p> <ul style="list-style-type: none"> <li>-Transcript of Records (TOR)</li> <li>-academic certifications</li> <li>-foreign-use certifications (e.g., CAV, authentication, apostille-ready documents, and other international academic credentials)</li> </ul> <p>.allow classification of requests as:</p> <ul style="list-style-type: none"> <li>-local request</li> <li>-foreign/international request</li> </ul> <p>.capture additional required information for foreign requests, including:</p> |  |
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|  | <p>-destination country</p> <p>-purpose of request (employment, study, migration, etc.)</p> <p>-requesting institution or agency</p> <p>2.5.2 Document Submission and Validation Requirements Module</p> <p>The system shall enforce document submission policies for Transcript of Records (TOR) requests after graduation, as follows:</p> <p>.for first-time TOR requests after graduation, the system shall:</p> <p>-require submission and verification of primary physical documents at the Registrar's Office, such as:</p> <p>clearance documents</p> <p>official request forms</p> <p>other University-required credentials--</p> <p>-allow uploading of secondary supporting documents through the portal, including:</p> <p>promissory notes</p> <p>authorization letters (for representatives)</p> <p>valid identification documents</p> <p>-tag the request as "First Request</p> <p>- With Physical Document Requirement"</p> <p>-require Registrar validation and confirmation before processing begins</p> <p>.for succeeding TOR requests, the system shall:</p> <p>-no longer require submission of primary physical documents, provided prior validation has been completed</p> <p>-allow fully online request processing</p> <p>-retain previously submitted and validated records for reference</p> <p>The system shall:</p> <p>.maintain document submission history for each student/alumni</p> <p>.support digital tagging of compliance status (e.g., cleared, pending, verified)</p> <p>.prevent processing of first requests without required validation of physical documents</p> <p>.allow Registrar staff to encode or confirm receipt of physical</p> |  |
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|  | <p>documents in the system</p> <p>2.5.3 Clearance Validation and Eligibility Control Module</p> <p>The System shall integrate with the University Central Clearance Management Service.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.retrieve clearance status in real time from the centralized clearance system</li> <li>.validate the following clearance components: <ul style="list-style-type: none"> <li>-financial obligations (Finance System)</li> <li>-library accountability (Library System)</li> <li>-property accountability (Inventory System)</li> <li>-academic and administrative requirements (Enrollment and Student Services Systems)</li> </ul> </li> <li>.assign clearance status as: <ul style="list-style-type: none"> <li>-Cleared</li> <li>-With Deficiency (with detailed breakdown)</li> <li>-Conditionally Cleared</li> </ul> </li> <li>.prevent processing of requests when clearance status is "With Deficiency" unless conditionally approved</li> <li>.log all clearance validation transactions for audit purposes</li> </ul> <p>The System shall not implement independent clearance computation logic, and shall rely exclusively on the centralized clearance service</p> <p>2.5.4 Workflow Control and Processing Logic Module</p> <p>The system shall implement a controlled, rule-based workflow, ensuring that:</p> <ul style="list-style-type: none"> <li>.requests shall only proceed when ALL of the following are satisfied: <ul style="list-style-type: none"> <li>-required documents submitted and validated</li> <li>-clearance status is verified or conditionally approved</li> <li>-payment is confirmed or properly authorized</li> </ul> </li> <li>.the system shall enforce a configurable, rule-based workflow that includes key stages such as request submission, validation,</li> </ul> |  |
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|  | <p>clearance verification, payment verification, processing approval, and release, while allowing the University to modify workflow steps as needed.</p> <p>.support separate workflows for foreign certification requests, including extended validation steps</p> <p>.log all workflow transitions for audit purposes</p> <p>2.5.5 General Request Processing Features Module</p> <p>The system shall:</p> <p>.allow uploading of supporting documents such as:</p> <ul style="list-style-type: none"> <li>-valid identification (e.g., passport)</li> <li>-authorization letters</li> <li>-promissory notes</li> <li>-agency or embassy requirements</li> </ul> <p>.track request status in real time</p> <p>.notify users of request progress</p> <p>.generate request transaction logs</p> <p>.support configurable workflows for different request types</p> <p>The system shall also:</p> <p>.provide automated email or portal notifications for request status updates</p> <p>.allow tracking of request status including pending, processing, approved, and released status</p> <p>.support extended processing timelines and prioritization options for foreign certification requests</p> <p>.generate unique tracking/reference numbers for all requests</p> <p>.maintain complete logs of all requests, including foreign certification and international credential requests</p> <p>.maintain service logs to monitor average processing time</p> <p>2.5.6 Reporting and Monitoring Module</p> <p>The system shall generate performance and compliance reports including:</p> <ul style="list-style-type: none"> <li>.number of requests processed per period</li> </ul> |  |
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|  | <p>.average processing time per request</p> <p>.backlog of pending transcript requests</p> <p>.foreign certification request statistics (volume, destination countries, processing timelines)</p> <p>.clearance deficiency reports</p> <p>.payment collection and verification reports</p> <p>2.6 Payment Verification and Financial Control Module</p> <p>The system shall enforce strict payment validation prior to document processing and release.</p> <p>The system shall:</p> <p>.integrate in real time with the University Finance / Accounting System</p> <p>.automatically compute applicable fees based on:</p> <ul style="list-style-type: none"> <li>-type of request (TOR, certification, foreign use)</li> <li>-urgency/priority processing</li> <li>-number of copies requested</li> </ul> <p>.support multiple payment channels, such as:</p> <ul style="list-style-type: none"> <li>-cashier payment validation</li> <li>-online payment gateways</li> <li>-bank payment confirmation</li> </ul> <p>.assign payment status:</p> <ul style="list-style-type: none"> <li>-Unpaid</li> <li>-Pending Verification</li> <li>-Paid/Verified</li> </ul> <p>.prevent:</p> <ul style="list-style-type: none"> <li>-processing of requests without payment confirmation</li> <li>-release of documents without verified payment</li> </ul> <p>.support attachment and validation of:</p> <ul style="list-style-type: none"> <li>-proof of payment</li> <li>-official receipts</li> </ul> <p>.allow conditional processing for:</p> <ul style="list-style-type: none"> <li>-approved promissory notes, subject to Registrar and Finance approval</li> </ul> <p>.maintain complete payment transaction logs linked to each request</p> <p>2.7 Alumni Records Management Module</p> <p>The system shall maintain a</p> |  |
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|  | <p>centralized alumni database containing:</p> <ul style="list-style-type: none"> <li>.alumni personal profiles</li> <li>.academic records</li> <li>.graduation details</li> <li>.employment information.</li> </ul> <p>2.7.1 Alumni Data Management</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.alumni data updating through secure portal access</li> <li>.alumni profile management, including: <ul style="list-style-type: none"> <li>-contact information</li> <li>-employment details</li> <li>-professional credentials</li> </ul> </li> <li>.alumni search, filtering, and reporting</li> <li>.alumni engagement monitoring</li> </ul> <p>2.7.2 Employment Tracing and Alumni Tracer Functionality</p> <p>The system shall provide a comprehensive Alumni Tracer and Employment Tracking Module to support institutional reporting, accreditation, and graduate outcome analysis. The system shall:</p> <ul style="list-style-type: none"> <li>.allow alumni to update employment information through the portal, including: <ul style="list-style-type: none"> <li>-employment status (employed, unemployed, self-employed, etc.)</li> <li>-job title and position</li> <li>-employer/company name</li> <li>-industry sector</li> <li>-employment location (local or international)</li> <li>-date of employment</li> </ul> </li> <li>.support periodic alumni tracer surveys, including: <ul style="list-style-type: none"> <li>-customizable survey forms</li> <li>-batch survey distribution via email or portal notifications</li> <li>-automated reminders for non-respondents</li> </ul> </li> <li>.track key employability indicators such as: <ul style="list-style-type: none"> <li>-employment rate per program</li> <li>-time-to-employment after graduation</li> <li>-alignment of job with academic program</li> </ul> </li> <li>.allow uploading of supporting documents (optional), such as:</li> </ul> |  |
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|  | <p>-employment certificates<br/>-contracts or appointment documents</p> <p>2.7.3 Tracer Study and Analytics</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.generate Alumni Tracer Study Reports required for: <ul style="list-style-type: none"> <li>-CHED reporting</li> <li>-accreditation (e.g., AACCUP, PACUCOA)</li> </ul> </li> <li>-institutional planning and curriculum improvement</li> <li>.provide analytics including: <ul style="list-style-type: none"> <li>-employment distribution by program</li> <li>-top hiring industries</li> <li>-geographic employment distribution (local vs international)</li> <li>-salary range distribution (optional and configurable)</li> </ul> </li> <li>.support longitudinal tracking of alumni employment progression over time</li> </ul> <p>2.7.4 Integration and Data Synchronization</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.link alumni tracer data with: <ul style="list-style-type: none"> <li>-academic program records</li> <li>-graduation data</li> <li>-transcript and certification records</li> </ul> </li> <li>.support integration with: <ul style="list-style-type: none"> <li>-University Alumni Office systems</li> <li>-Career Services or Placement Office (if applicable)</li> </ul> </li> <li>.ensure real-time or scheduled synchronization of alumni data</li> </ul> <p>2.7.5 Security and Privacy Compliance</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.ensure all alumni and employment data are handled in compliance with: <ul style="list-style-type: none"> <li>-Data Privacy Act of 2012 (RA 10173)</li> </ul> </li> <li>.allow alumni to control visibility of certain personal and employment information</li> <li>.implement consent-based data collection for tracer studies</li> </ul> <p>2.7.6 Reporting and Monitoring</p> <p>The system shall generate reports including:</p> |  |
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| <p>.alumni employment rate reports<br/> .tracer study response rates<br/> .employment statistics per college/program<br/> .international employment tracking reports<br/> .alumni engagement reports</p> <p>2.8 Audit Trail and System Activity Monitoring</p> <p>The system shall maintain complete, tamper-proof, and non-editable audit logs of all system activities including:</p> <ul style="list-style-type: none"> <li>.transcript generation</li> <li>.grade creation and modifications (including all changes to academic records)</li> <li>.document issuance</li> <li>.system access</li> <li>.transcript printing and downloads</li> </ul> <p>Audit logs shall capture:</p> <ul style="list-style-type: none"> <li>.user ID and full name</li> <li>.user role (e.g., Registrar staff, Academic Coordinator, System Administrator)</li> <li>.date and time (with system timestamp)</li> <li>.action performed</li> <li>.affected record (student, subject, document, or transaction reference)</li> </ul> <p>For grade-related transactions, the system shall implement enhanced audit trail requirements, including:</p> <ul style="list-style-type: none"> <li>.recording of original grade value and modified grade value</li> <li>.mandatory entry of reason/justification for grade modification prior to submission</li> <li>.capture of complete subject/course details and student information</li> <li>.support for attachment of supporting documents (e.g., approved grade change forms)</li> <li>.maintenance of full version history of grades, allowing retrieval of all previous values</li> <li>.enforcement of role-based access control, restricting grade modification to authorized personnel only</li> <li>.implementation of multi-level</li> </ul> |  |
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|  | <p>approval workflows for grade changes, where applicable</p> <p>.automatic logging of approval actions and decision history</p> <p>.prevention of deletion or alteration of any grade-related audit records</p> <p>The system shall support:</p> <p>.real-time monitoring of suspicious activities, including unusual or repeated grade modifications</p> <p>.automated alerts or notifications for potential unauthorized or high-risk actions</p> <p>.generation of comprehensive audit reports, including:</p> <p>.system activity logs</p> <p>.grade modification history reports</p> <p>.user activity tracking reports</p> <p>.audit reporting for compliance with:</p> <p>.Commission on Higher Education (CHED) requirements</p> <p>.Commission on Audit (COA) audit standards</p> <p>.Data Privacy Act of 2012 (RA 10173)</p> <p>2.9 Management Reporting and Analytics Module</p> <p>The system shall generate management reports including:</p> <p>.number of transcripts issued per college and academic program</p> <p>.certification requests per period</p> <p>.transcript processing time statistics</p> <p>.alumni records statistics</p> <p>.academic performance summaries</p> <p>The system shall support generation of institutional academic reports required for:</p> <p>.University administration</p> <p>.Commission on Higher Education (CHED) reporting</p> <p>.institutional planning and analytics.</p> <p>Reports shall be exportable in PDF, docx, and spreadsheet formats.</p> <p>2.10 Archiving and Records Lifecycle Management Module</p> <p>The system shall provide a</p> |  |
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|  | <p>comprehensive Archiving and Records Lifecycle Management Module to ensure secure, long-term preservation, retrieval, and compliance management of academic records and documents.</p> <p>2.10.1 Archiving Capabilities</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support long-term digital archiving of: <ul style="list-style-type: none"> <li>-Transcript of Records (TOR)</li> <li>-certifications and academic documents</li> <li>-student academic history</li> <li>-alumni records</li> <li>-supporting documents (e.g., authorization letters, promissory notes, clearance records)</li> </ul> </li> <li>.implement automated archiving policies, including: <ul style="list-style-type: none"> <li>-archiving of inactive or completed records after a defined period</li> <li>-configurable retention schedules based on University policies</li> </ul> </li> <li>.maintain immutable archived records, preventing unauthorized modification or deletion</li> </ul> <p>2.10.2 Records Classification and Indexing</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.classify archived records based on: <ul style="list-style-type: none"> <li>-student/alumni profile</li> <li>-academic program and year</li> <li>-document type</li> <li>-request type (local or foreign)</li> </ul> </li> <li>.provide advanced indexing and metadata tagging, including: <ul style="list-style-type: none"> <li>-document reference number</li> <li>-date of issuance</li> <li>-document status</li> </ul> </li> <li>.support fast and efficient search and retrieval of archived records</li> </ul> <p>2.10.3 Retention and Compliance Management</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support configurable records retention policies, including: <ul style="list-style-type: none"> <li>-minimum retention period (e.g., 10 years or as required by CHED/COA)</li> <li>-permanent archiving for critical</li> </ul> </li> </ul> |  |
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| <p>academic records</p> <p>.enforce automated retention rules, including:</p> <ul style="list-style-type: none"> <li>-archival</li> <li>-restricted access</li> <li>-disposal eligibility (subject to approval)</li> </ul> <p>.generate records retention and disposal reports for compliance</p> <p>2.10.4 Secure Storage and Data Protection</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.store archived records in a secure, encrypted repository</li> <li>.implement: <ul style="list-style-type: none"> <li>-data encryption at rest and in transit</li> <li>-access control and role-based permissions</li> </ul> </li> <li>.support redundant storage and backup mechanisms to prevent data loss</li> <li>.ensure archived records are protected against: <ul style="list-style-type: none"> <li>-unauthorized access</li> <li>-accidental deletion</li> <li>-data corruption</li> </ul> </li> </ul> <p>2.10.5 Access Control and Retrieval</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.allow controlled access to archived records based on user roles</li> <li>.provide: <ul style="list-style-type: none"> <li>-view-only access for authorized users</li> <li>-restricted access for sensitive records</li> </ul> </li> <li>.maintain audit logs of all access and retrieval activities</li> <li>.support on-demand retrieval and reactivation of archived records when needed</li> </ul> <p>2.10.6 Integration with Other Modules</p> <p>The Archiving Module shall integrate with:</p> <ul style="list-style-type: none"> <li>.Transcript Generation Module</li> <li>.Certification Issuance Module</li> <li>.Audit Trail Module</li> <li>.Document Management System</li> <li>.Backup and Disaster Recovery System</li> </ul> <p>The system shall ensure that:</p> <ul style="list-style-type: none"> <li>.all finalized and released</li> </ul> |  |
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|  | <p>documents are automatically archived</p> <p>.all archived records are linked to audit trails and transaction history</p> <p>2.10.7 Digitization and Historical Records Support</p> <p>The system shall:</p> <p>.support digitization and archiving of historical academic records</p> <p>.allow bulk upload and indexing of:</p> <ul style="list-style-type: none"> <li>-scanned documents</li> <li>-legacy academic records</li> </ul> <p>.support OCR (Optical Character Recognition) for searchable archived documents</p> <p>2.10.8 Reporting and Monitoring</p> <p>The system shall generate reports including:</p> <ul style="list-style-type: none"> <li>.archived records inventory</li> <li>.retention status reports</li> <li>.archival and retrieval activity logs</li> <li>.storage utilization reports</li> </ul> <p>2.11 Dashboard and Monitoring Module</p> <p>The system shall provide a role-based, real-time Dashboard and Monitoring Module to support operational monitoring, decision-making, and compliance reporting.</p> <p>The system shall:</p> <p>.provide dashboards for:</p> <ul style="list-style-type: none"> <li>-Registrar administrators and staff</li> <li>-University management</li> <li>-Alumni/Career Services (for tracer data)</li> </ul> <p>.display real-time key performance indicators (KPIs)</p> <p>.support filtering by date, academic year, program, and request type</p> <p>.allow drill-down from summary data to detailed records</p> <p>The Dashboard Module shall provide visualization of operational and management data and shall not duplicate report generation functionalities defined in other modules.</p> <p>2.11.1 TOR and Certification Monitoring</p> <p>The system shall display:</p> |  |
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|  | <p>.total number of requests and status distribution (pending, processing, approved, released)</p> <p>.average processing time and backlog of requests</p> <p>.local vs foreign request statistics</p> <p>.clearance and payment status (cleared/deficient, paid/unpaid)</p> <p>.request trends and processing bottlenecks</p> <p>2.11.2 Alumni Tracer and Employment Monitoring</p> <p>The system shall display:</p> <p>.total graduates, respondents, and employment rate</p> <p>.employment status distribution and job alignment</p> <p>.employment data by program, industry, and location (local/international)</p> <p>.tracer survey response rates and trends</p> <p>2.11.3 Compliance and Activity Monitoring</p> <p>The system shall:</p> <p>.display system activity and audit-related indicators</p> <p>.monitor grade modification activities and user actions</p> <p>.generate alerts for:</p> <ul style="list-style-type: none"> <li>-suspicious activities</li> <li>-delayed processing</li> <li>-incomplete clearance or unpaid requests</li> </ul> <p>2.11.4 Visualization and Reporting</p> <p>The system shall:</p> <p>.present data using charts, tables, and summary indicators</p> <p>.support export of reports in PDF and spreadsheet formats</p> <p>.support scheduled and on-demand report generation</p> <p>2.11.5 Integration and Performance</p> <p>The system shall:</p> <p>.integrate with all core modules (requests, audit trail, alumni tracer, payment, clearance, archiving)</p> <p>.ensure real-time data synchronization</p> <p>.load dashboards within three (3) seconds under normal conditions</p> |  |
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|  | <p>3.0 ENTERPRISE DATA BACKUP AND DISASTER RECOVERY REQUIREMENTS</p> <p>The system shall implement enterprise-level data protection mechanisms.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.perform daily incremental backups</li> <li>.perform weekly full system backups</li> <li>.support off-site or secondary backup storage</li> <li>.support automated backup verification mechanisms</li> <li>.support system restoration procedures in case of system failure or data loss.</li> </ul> <p>The disaster recovery capability shall:</p> <ul style="list-style-type: none"> <li>.restore critical system services within acceptable Recovery Time Objectives (RTO)</li> <li>.ensure preservation and integrity of official academic records and transcripts.</li> </ul> <p>4.0 HARDWARE INFRASTRUCTURE REQUIREMENTS</p> <p>The supplier shall provide the necessary infrastructure required for system deployment.</p> <p>4.1 Digitization Equipment for Historical Academic Records (15 Units)</p> <p>The supplier shall provide high-speed document scanners capable of:</p> <ul style="list-style-type: none"> <li>.automatic document feeder (ADF)</li> <li>.duplex scanning</li> <li>.archival quality scanning</li> <li>.high-volume digitization</li> </ul> <p>4.2 High-End Multimedia Workstations (15 Units)</p> <p>The supplier shall provide fifteen (15) high-performance multimedia workstations suitable for document digitization, records processing, OCR operations, and multimedia content processing required for the Transcript of Records Management System.</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Processor: minimum 16 cores</li> </ul> |
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|  | <p>and 24 threads, at least 3.0 GHz Base clock speed</p> <p>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</p> <p>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</p> <p>.Storage: at least 1TB NVMe PCIe Gen5 SSD</p> <p>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</p> <p>.Power Protection: 1500VA Line-Interactive UPS with AVR</p> <p>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</p> <p>.With Ergonomic Office Chair</p> <p>.With Ergonomic PC Table</p> <p>4.3 Network and Security Infrastructure</p> <p>The system shall support secure network connectivity and protection of sensitive academic records.</p> <p>The system shall implement:</p> <p>.encrypted communication protocols for all system transactions</p> <p>.integration with University firewall and network security infrastructure</p> <p>.secure authentication mechanisms for all system users</p> <p>.protection against unauthorized access to academic records</p> <p>.system monitoring for network and service availability.</p> <p>Sensitive data including academic records and transcripts shall be protected through industry standard encryption during transmission and storage.</p> <p>The system shall also support:</p> <p>.secure HTTPS communication using TLS encryption protocols</p> <p>.integration with University identity management systems where applicable</p> <p>.secure user authentication for students and alumni accessing transcript services through the University portal.</p> |  |
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|                       | <p>5.0 SERVICE LEVEL AGREEMENT (SLA) AND SYSTEM PERFORMANCE REQUIREMENTS</p> <p>The supplier shall provide Service Level Agreement (SLA) commitments covering system performance, operational reliability, and technical support services for the University Transcript of Records Management System.</p> <p>5.1 Support and Maintenance Coverage</p> <p>The supplier shall provide three (3) years of warranty and technical support beginning from the official system acceptance date.</p> <p>Support services shall include:</p> <ul style="list-style-type: none"><li>.system updates and enhancements</li><li>.security patches and vulnerability mitigation</li><li>.bug fixes and technical issue resolution</li><li>.system performance monitoring and optimization</li><li>.provision of a helpdesk for incident reporting and support requests.</li></ul> <p>5.2 Performance and Response Standards</p> <p>The system and the supplier shall comply with the following measurable performance standards:</p> <table><tr><td>Category</td><td>Requirement</td></tr><tr><td>Support Response Time</td><td>Ticket Initial response within 48 hours</td></tr><tr><td>Issue Resolution Time</td><td>Resolution within 5 Days,</td></tr><tr><td>Concurrent Users</td><td>depending on issue severity</td></tr><tr><td></td><td>System must support at least 500 concurrent users without performance degradation</td></tr></table> | Category | Requirement | Support Response Time | Ticket Initial response within 48 hours | Issue Resolution Time | Resolution within 5 Days, | Concurrent Users | depending on issue severity |  | System must support at least 500 concurrent users without performance degradation |  |
| Category              | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |             |                       |                                         |                       |                           |                  |                             |  |                                                                                   |  |
| Support Response Time | Ticket Initial response within 48 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |             |                       |                                         |                       |                           |                  |                             |  |                                                                                   |  |
| Issue Resolution Time | Resolution within 5 Days,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |             |                       |                                         |                       |                           |                  |                             |  |                                                                                   |  |
| Concurrent Users      | depending on issue severity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |             |                       |                                         |                       |                           |                  |                             |  |                                                                                   |  |
|                       | System must support at least 500 concurrent users without performance degradation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |             |                       |                                         |                       |                           |                  |                             |  |                                                                                   |  |

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|  | <p>The supplier shall implement a severity-based incident classification, including Critical, High, Medium, and Low priority incidents.</p> <p>Critical incidents (system downtime or major functionality failure) shall require immediate response and resolution within agreed timelines.</p> <p>The SLA shall include service credits or penalties for non-compliance with agreed response time, resolution time, and system availability commitments.</p> <p>5.3 System Availability and Data Protection</p> <p>To ensure operational continuity and data integrity, the following requirements shall be implemented:</p> <ul style="list-style-type: none"> <li>.automated daily incremental backups</li> <li>.comply with the Backup and Disaster Recovery requirements defined under Section 3.0.</li> <li>.off-site storage of backup data for disaster recovery</li> <li>.deployment on high-availability server infrastructure</li> <li>.encrypted user communications using secure protocols</li> <li>.support for Multi-Factor Authentication (MFA) for privileged users.</li> </ul> <p>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES</p> <p>The University Transcript of Records Management System shall only be considered fully delivered and accepted after the supplier successfully completes the following acceptance requirements.</p> <p>6.1 System Acceptance Testing</p> <p>The system must pass the following validation procedures:</p> <ul style="list-style-type: none"> <li>.System Testing</li> <li>.Integration Testing</li> <li>.Performance Testing</li> <li>.Security Configuration Verification</li> <li>.User Acceptance Testing (UAT)</li> </ul> <p>User Acceptance Testing shall be conducted with representatives</p> |  |
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|  | <p>from the following offices:</p> <ul style="list-style-type: none"> <li>.Office of the University Registrar</li> <li>.Accounting Office</li> <li>.Alumni Relations Office</li> <li>.Information Technology Office</li> </ul> <p>6.2 Data Migration Validation</p> <p>The supplier shall demonstrate successful migration of legacy data including:</p> <ul style="list-style-type: none"> <li>.student academic records</li> <li>.historical transcript data</li> <li>.certification records</li> <li>.alumni records.</li> </ul> <p>Migration validation reports shall confirm data completeness, accuracy, and integrity.</p> <p>6.3 Performance Validation</p> <p>The system shall demonstrate operational capability under expected system load conditions including:</p> <ul style="list-style-type: none"> <li>.support for at least 500 concurrent users</li> <li>.compliance with the 3-second system response requirement</li> <li>.stable system performance during peak academic records processing periods.</li> </ul> <p>6.4 Documentation and Knowledge Transfer</p> <p>Prior to final system acceptance, the supplier shall deliver the following documentation:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema documentation</li> <li>.system administration manuals</li> <li>.user manuals</li> <li>.cybersecurity and backup procedures.</li> </ul> <p>The supplier shall conduct all required training and knowledge transfer sessions for University personnel.</p> <p>The supplier shall provide full system turnover materials, including source code (for custom developed components where applicable), database structure, and technical documentation necessary for system maintenance and future enhancements.</p> |  |
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| <p>3.) DOCUMENT MANAGEMENT SYSTEM</p> <p>End-User: Records and Archives Office</p> <p>1.0 GENERAL REQUIREMENTS:</p> <p>The University Document Management System (UDMS) shall provide a centralized enterprise platform for the management, storage, monitoring, retrieval, retention, and archival preservation of University records and documents throughout their lifecycle.</p> <p>The system shall cover:</p> <ul style="list-style-type: none"> <li>-Receipt of records</li> <li>-Registration and encoding</li> <li>-Digitization and scanning</li> <li>-Classification and indexing</li> <li>-Records inventory</li> <li>-Monitoring of document status</li> <li>-Controlled access and release</li> <li>-Retention and disposition</li> <li>-Archival preservation</li> </ul> <p>The system shall support the operational processes of the Records and Archives Office including document receiving, registration, classification, inventory management, request processing, and archival management.</p> <p>The system shall comply with:</p> <ul style="list-style-type: none"> <li>-Philippine Data Privacy Act (RA 10173)</li> <li>-National Archives of the Philippines (NAP) General Circular No. 5</li> <li>-ISO 9001:2015 Clause 7.5 (Control of Documented Information)</li> <li>-COA and CHED records retention policies</li> </ul> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The provider shall design and implement a secure, scalable, and enterprise-grade Document and Records Management System.</p> |  |
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|  | <p>The system shall:</p> <ul style="list-style-type: none"> <li>-Support centralized management of university records</li> <li>-Provide web-based access through standard browsers</li> <li>-Support multi-office and multi-campus deployment</li> <li>-Provide modular architecture allowing future expansion</li> <li>-Support Application Programming Interface (API) integration with other University information systems</li> <li>-Ensure system scalability to support future Smart Campus modules and additional users.</li> <li>-Support at least 500 concurrent users accessing the platform simultaneously.</li> <li>-Return indexed search results within three (3) seconds under normal operating conditions.</li> </ul> <p>1.2 Perpetual License Fee</p> <p>The system shall include a perpetual enterprise software license granting the University lifetime usage rights. The license shall include unlimited internal users, full administrative control, unlimited document repository within deployed infrastructure. The license shall not require recurring subscription fees except for maintenance and technical support services.</p> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>-Install and deploy the system on University-approved infrastructure.</li> <li>-Support deployment through on-premise servers, or cloud infrastructure.</li> <li>-Configure: <ul style="list-style-type: none"> <li>user accounts and access permissions</li> <li>document classification and retention schedules</li> <li>document routing workflows</li> <li>approval hierarchies</li> </ul> </li> </ul> |
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|  | <p>system security settings.</p> <ul style="list-style-type: none"> <li>-Perform system configuration verification prior to system acceptance.</li> </ul> <p>1.4 User Workflow Integration</p> <p>The System shall implement workflows that match the University's records management operations including:</p> <ul style="list-style-type: none"> <li>-receiving and registration of incoming records</li> <li>-document routing and approval processes</li> <li>-request and release of records</li> <li>-digitization and indexing of paper-based records</li> <li>-archival transfer and records disposal procedures.</li> </ul> <p>The system shall support configurable approval hierarchies and workflow routing.</p> <p>The system shall support integration with:</p> <ul style="list-style-type: none"> <li>-the official University portal</li> <li>-internal communication systems</li> <li>-document submission channels such as email and online portals.</li> </ul> <p>1.5 Training and Knowledge Transfer</p> <p>The supplier shall conduct at least five (5) structured training sessions for the following user groups:</p> <ul style="list-style-type: none"> <li>-Records and Archives Office personnel</li> <li>-Administrative office users</li> <li>-Records coordinators of departments</li> <li>-System administrators</li> <li>-IT system administrators</li> </ul> <p>Training materials shall include:</p> <ul style="list-style-type: none"> <li>-user manuals</li> <li>-system administration guides</li> <li>-video tutorials</li> </ul> <p>1.6 Post-Implementation Documentation</p> <p>The supplier shall provide complete system documentation including:</p> <ul style="list-style-type: none"> <li>-system architecture documentation</li> <li>-database schema</li> <li>-workflow diagrams</li> <li>-user manuals</li> <li>-system administration manuals</li> </ul> |  |
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|  | <p>-disaster recovery procedures. Documentation shall include guidelines for data privacy compliance and records management policies.</p> <p>1.7 Testing and Commissioning<br/>The supplier shall perform the following tests:</p> <ul style="list-style-type: none"> <li>-system testing</li> <li>-integration testing</li> <li>-performance testing</li> <li>-User Acceptance Testing (UAT).</li> </ul> <p>The system shall be considered accepted only after successful completion of UAT and formal acceptance by the University.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services<br/>The supplier shall:</p> <ul style="list-style-type: none"> <li>.Conduct records assessment and migration planning.</li> <li>.Migrate existing digital records including: <ul style="list-style-type: none"> <li>.scanned documents</li> <li>.PDF files</li> <li>.archived electronic records.</li> </ul> </li> </ul> <p>The System shall support Optical Character Recognition (OCR) for scanned documents.</p> <p>The Supplier shall perform data validation and verification prior to system go-live.</p> <p>1.9 Project Management<br/>The Supplier shall provide Project Management Services for the planning, implementation, deployment, and completion of the University Document Management System.</p> <p>The Supplier shall:</p> <ul style="list-style-type: none"> <li>-assign a dedicated Project Manager and implementation team</li> <li>-coordinate all project activities with the University</li> <li>-ensure that the system is implemented according to the approved project plan and schedule.</li> </ul> <p>The supplier shall submit:</p> <ul style="list-style-type: none"> <li>-project implementation plan</li> <li>-project schedule (Gantt chart)</li> <li>-weekly progress reports</li> </ul> <p>1.10 Three Years (3) Support &amp; Maintenance</p> |  |
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|  | <p>The supplier shall provide:</p> <ul style="list-style-type: none"> <li>-Three (3) years of warranty, technical support, and system updates.</li> <li>-Support services including bug fixes, security patches, performance tuning, and system monitoring.</li> <li>-A helpdesk with defined Service Level Agreement (SLA) for response and resolution times (response within 48 hours).</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All system data, records, metadata, configurations, and digital assets generated, stored, or processed by the University Document Management System (UDMS) shall be the exclusive property of the University. All custom-developed components, including but not limited to source code, system configurations, database structures, workflows, and integrations developed specifically for the University, shall be fully owned by the University upon project completion.</p> <p>The Supplier shall ensure full turnover of all source code, system documentation, configurations, and administrative access credentials prior to final system acceptance.</p> <p>The system shall be delivered without any technical, contractual, or licensing restrictions that would prevent the University from maintaining, modifying, or transferring the system to another provider in the future.</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <ul style="list-style-type: none"> <li>. The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway /</li> </ul> |  |
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|  | <p>ESB).</p> <p>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</p> <p>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</p> <p>.The System shall integrate with the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems.</p> <p>1.13 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> </li> <li>-support configurable alerts for: <ul style="list-style-type: none"> <li>-approvals</li> <li>-deficiencies</li> <li>-transactions</li> <li>-system events</li> </ul> </li> <li>.allow role-based notification preferences</li> <li>.maintain notification logs for audit purposes</li> </ul> <p>2. FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Records Receiving and Registration Module</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-record all incoming records received through physical</li> </ul> |  |
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|  | <p>submission or official digital channels.</p> <p>-capture the following metadata:</p> <p>document title</p> <p>document type</p> <p>originating office</p> <p>receiving office</p> <p>date received</p> <p>document date</p> <p>subject or keywords</p> <p>confidentiality classification</p> <p>retention category.</p> <p>Integrated E-Signatures: Built-in digital signing (e.g., DocuSign or PNKI integration) for internal approvals, eliminating the need to print and re-scan signed documents</p> <p>Mobile App with Offline Mode: A dedicated mobile interface for administrators to approve requests on the go, with local caching for low-connectivity areas.</p> <p>-automatically generate a unique system reference number for each record</p> <p><b>2.2 Document Digitization and Scanning Module</b></p> <p>The System shall:</p> <p>-support scanning of paper-based documents in PDF/A format.--</p> <p>-link scanned documents to the corresponding electronic record entry.</p> <p>-support OCR processing to allow searchable scanned documents.</p> <p>-provide quality verification tools for scanned documents.</p> <p><b>2.3 Records Classification Module</b></p> <p>The System shall classify records based on NAP General Circular No. 5 categories including:</p> <p>.Administrative records</p> <p>.Financial and property records</p> <p>.Legal and contractual records</p> <p>.Academic and instructional records</p> <p>.Personnel records</p> <p>.Student and support records</p> <p>.Institutional governance records.</p> <p>Each classification shall include assigned retention periods and</p> |  |
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|  | <p>disposition actions.</p> <p>2.4 Records Inventory Management Module</p> <p>The System shall automatically generate records inventories organized by:</p> <ul style="list-style-type: none"> <li>-office</li> <li>-record series</li> <li>-year</li> <li>-classification category</li> <li>-retention schedule</li> </ul> <p>The inventory shall include:</p> <ul style="list-style-type: none"> <li>-reference number</li> <li>-title</li> <li>-inclusive dates</li> <li>-file volume</li> <li>-format (physical or digital)</li> <li>-storage location</li> <li>-retention status</li> </ul> <p>The System shall support records disposal management within the inventory module, including:</p> <ul style="list-style-type: none"> <li>-tagging of records as "For Disposal," "Pending Approval," "Approved for Disposal," or "Disposed"</li> <li>-automatic identification of records eligible for disposal based on approved retention schedules</li> <li>-generation of Disposal Lists grouped by office, record series, and disposal date</li> <li>-support for batch disposal processing with reference to disposal authority and schedule-</li> <li>capture of disposal details including: <ul style="list-style-type: none"> <li>.disposal method (shredding, pulping, deletion, etc.)</li> <li>.disposal date</li> <li>.approving authority</li> <li>.witnesses (if applicable)</li> <li>.remarks or notes</li> </ul> </li> <li>-automatic update of inventory status once records are disposed</li> <li>-maintenance of a permanent Disposal Register / Disposal Log for audit and compliance purposes</li> <li>-generation of Certificate of Disposal / Destruction Reports compliant with National Archives of the Philippines (NAP) requirements</li> <li>-retention of disposal metadata</li> </ul> |  |
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|  | <p>and logs even after record deletion for audit traceability</p> <p><b>2.5 Records Request and Release Module</b></p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-allow authorized users to request records through the digital portal.-</li> <li>-</li> <li>-record request details including: <ul style="list-style-type: none"> <li>requesting office</li> <li>requesting user</li> <li>request date and time</li> <li>purpose of request</li> <li>approving authority.</li> </ul> </li> <li>-maintain a system log of all document release transactions</li> </ul> <p><b>2.6 Records Lifecycle Management Module</b></p> <p>The System shall manage records through the following lifecycle stages:</p> <ul style="list-style-type: none"> <li>-Active Records</li> <li>-Semi-active Records</li> <li>-Inactive Records</li> <li>-Archived Records</li> <li>-Disposed Records</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>-automatically update record status based on retention triggers</li> <li>-display lifecycle status in record listings and dashboards</li> <li>-generate alerts for records due for archival transfer or disposal.</li> </ul> <p><b>2.7 Operational Reporting and Dashboard Module</b></p> <p>The System shall generate management reports including:</p> <ul style="list-style-type: none"> <li>-records received per office</li> <li>-records released per office</li> <li>-records by classification category</li> <li>-records due for archiving</li> <li>-records due for disposal</li> <li>-average processing time of records requests</li> <li>-backlog and pending records requests.</li> </ul> <p>Reports shall be exportable in PDF and spreadsheet formats.</p> <p><b>2.8 Archival Records Management Module</b></p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-manage permanent records designated for archival preservation in accordance with</li> </ul> |  |
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|  | <p>National Archives of the Philippines (NAP) General Circular No. 5.--</p> <ul style="list-style-type: none"> <li>-maintain a dedicated archival digital repository for permanent institutional records.</li> <li>support the following archival processes: <ul style="list-style-type: none"> <li>validation of records classified as permanent</li> <li>separation of permanent records from temporary records</li> <li>documentation of archival transfers</li> <li>generation of permanent records inventory.</li> </ul> </li> <li>-ensure that archival records remain accessible for authorized users while being protected from modification.</li> </ul> <p>2.9 Analytical Monitoring and Performance Metrics Module</p> <p>The System shall provide a centralized management dashboard for records monitoring and analytics. The dashboard shall generate reports including:</p> <ul style="list-style-type: none"> <li>-total records received per month or year</li> <li>-records received by document type (Memo, Travel Order, Special Order, MOA, MOU, etc.)</li> <li>-records received by originating office</li> <li>-records released per period</li> <li>-records per status (pending, released, archived).</li> </ul> <p>The System shall also generate operational analytics including:</p> <ul style="list-style-type: none"> <li>-average records processing time--</li> <li>-volume of records handled per staff</li> <li>-monitoring of pending and backlog records.</li> </ul> <p>Reports shall be exportable in PDF and spreadsheet formats.</p> <p>2.10 ISO 9001 Document Control Module</p> <p>The System shall support ISO 9001:2015 Clause 7.5 - Control of Documented Information. The System shall:</p> <ul style="list-style-type: none"> <li>-maintain controlled documents</li> </ul> |
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|  | <p>required for University processes including:</p> <ul style="list-style-type: none"> <li>policies and procedures</li> <li>manuals and work instructions</li> <li>official issuances and memoranda</li> <li>forms and templates</li> <li>institutional reports.</li> </ul> <p>-implement document control functions including:</p> <ul style="list-style-type: none"> <li>document version control</li> <li>document review and approval workflows</li> <li>identification of document owner and responsible office</li> <li>revision history tracking.</li> </ul> <p>-ensure that only the current approved version of documents is available for operational use.</p> <p>-maintain complete revision history for audit purposes.</p> <p><b>2.11 Personal Employee Records Access Module</b></p> <p>The System shall provide individual user accounts for University employees. The System shall allow employees to view their authorized personal records including:</p> <ul style="list-style-type: none"> <li>-appointment documents</li> <li>-travel orders</li> <li>-special orders</li> <li>-designation documents</li> <li>-other authorized personnel records.</li> </ul> <p>Access shall be:</p> <ul style="list-style-type: none"> <li>-view-only by default</li> <li>-subject to approval for downloading or printing.</li> </ul> <p>The System shall log all access to personal records.</p> <p><b>2.12 Confidential Records Protection Module</b></p> <p>The System shall support classification of records based on confidentiality level including Public, Internal, Confidential, Highly Confidential / Restricted. The System shall:</p> <ul style="list-style-type: none"> <li>-enforce role-based access control for confidential records</li> <li>-restrict bulk download and unauthorized sharing of sensitive</li> </ul> |  |
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|  | <p>records</p> <ul style="list-style-type: none"> <li>-implement secure document transmission when releasing records through digital channels</li> </ul> <p>2.13 Audit Trail and Records Activity Monitoring Module</p> <p>The System shall maintain complete and non-editable audit logs of all system activities including:</p> <ul style="list-style-type: none"> <li>-viewing of records</li> <li>-downloading or printing of records</li> <li>-release of documents</li> <li>-document modifications</li> <li>-workflow approvals.</li> </ul> <p>The audit logs shall capture:</p> <ul style="list-style-type: none"> <li>-user ID</li> <li>-date and time of action</li> <li>-action performed</li> <li>-record reference number.</li> </ul> <p>Audit reports shall be available for administrative review and compliance audits.</p> <p>2.14 Records Compliance and Retention Monitoring Module</p> <p>The System shall monitor compliance with approved records retention and disposition schedules.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-generate reports of records due for archiving--</li> <li>-generate reports of records due for disposal</li> <li>-maintain a permanent records inventory</li> <li>-generate alerts for records approaching retention deadlines.</li> </ul> <p>The System shall support records disposal workflows requiring proper authorization and documentation prior to deletion or destruction.</p> <p>The System shall ensure that no record can be permanently deleted without an approved disposal workflow, including multi-level authorization and audit trail recording.</p> <p>2.15 User Roles for System Tracking &amp; Monitoring</p> <p>To ensure total accountability, the system must track every</p> |  |
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|                      | <p>interaction. Below is the recommended Access Control &amp; Tracking Matrix:</p> <table><tr><td>User Role</td><td>System</td></tr><tr><td>Permissions</td><td>Tracki</td></tr><tr><td>ng/</td><td></td></tr><tr><td>Super</td><td>Audit</td></tr><tr><td>Responsibilities</td><td></td></tr><tr><td>Administrator</td><td>Full system</td></tr><tr><td>access, configures</td><td>Monitors</td></tr><tr><td>system</td><td>health</td></tr><tr><td>logs</td><td>workflows,</td></tr><tr><td>manages user</td><td>and</td></tr><tr><td>tracks all</td><td>permission</td></tr><tr><td></td><td>account</td></tr><tr><td></td><td>changes or</td></tr><tr><td>security</td><td></td></tr><tr><td>overrides</td><td></td></tr><tr><td>Records</td><td>Final approval for</td></tr><tr><td>disposition,</td><td>Tracks "Final</td></tr><tr><td>Destruction"</td><td></td></tr><tr><td>Manager</td><td>manages</td></tr><tr><td>retention schedules.</td><td>or</td></tr><tr><td>"Permanent</td><td>Archive"</td></tr><tr><td></td><td>actions; monitors</td></tr><tr><td></td><td>department</td></tr><tr><td>compliance</td><td></td></tr><tr><td></td><td>quotas</td></tr><tr><td>Digitization</td><td>Uploads, scans,</td></tr><tr><td>and</td><td>Tracked via</td></tr><tr><td>"Batch</td><td>ID"</td></tr><tr><td>to Officer</td><td>performs</td></tr><tr><td>OCR/</td><td>monitor</td></tr><tr><td>scanning</td><td>speed</td></tr><tr><td></td><td>indexing</td></tr><tr><td>quality</td><td>error rates, and</td></tr><tr><td></td><td></td></tr><tr><td>Department</td><td>control (QC) history</td></tr><tr><td>es</td><td>Reviews/Approv</td></tr><tr><td>to-Approval"</td><td>Monitors "Time-</td></tr><tr><td>Reviewer</td><td>documents within</td></tr><tr><td>their specific</td><td>metrics and</td></tr><tr><td>tracks</td><td></td></tr><tr><td></td><td>office</td></tr><tr><td>ons</td><td>comments/revisi</td></tr><tr><td></td><td>made</td></tr><tr><td></td><td>during the workflow</td></tr></table> | User Role | System | Permissions | Tracki | ng/ |  | Super | Audit | Responsibilities |  | Administrator | Full system | access, configures | Monitors | system | health | logs | workflows, | manages user | and | tracks all | permission |  | account |  | changes or | security |  | overrides |  | Records | Final approval for | disposition, | Tracks "Final | Destruction" |  | Manager | manages | retention schedules. | or | "Permanent | Archive" |  | actions; monitors |  | department | compliance |  |  | quotas | Digitization | Uploads, scans, | and | Tracked via | "Batch | ID" | to Officer | performs | OCR/ | monitor | scanning | speed |  | indexing | quality | error rates, and |  |  | Department | control (QC) history | es | Reviews/Approv | to-Approval" | Monitors "Time- | Reviewer | documents within | their specific | metrics and | tracks |  |  | office | ons | comments/revisi |  | made |  | during the workflow |  |
| User Role            | System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Permissions          | Tracki                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| ng/                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Super                | Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Responsibilities     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Administrator        | Full system                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| access, configures   | Monitors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| system               | health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| logs                 | workflows,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| manages user         | and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| tracks all           | permission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
|                      | account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
|                      | changes or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| security             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| overrides            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Records              | Final approval for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| disposition,         | Tracks "Final                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Destruction"         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Manager              | manages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| retention schedules. | or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| "Permanent           | Archive"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
|                      | actions; monitors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
|                      | department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| compliance           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
|                      | quotas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Digitization         | Uploads, scans,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| and                  | Tracked via                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| "Batch               | ID"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| to Officer           | performs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| OCR/                 | monitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| scanning             | speed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
|                      | indexing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| quality              | error rates, and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| Department           | control (QC) history                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
| es                   | Reviews/Approv                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |        |             |        |     |  |       |       |                  |  |               |             |                    |          |        |        |      |            |              |     |            |            |  |         |  |            |          |  |           |  |         |                    |              |               |              |  |         |         |                      |    |            |          |  |                   |  |            |            |  |  |        |              |                 |     |             |        |     |            |          |      |         |          |       |  |          |         |                  |  |  |            |                      |    |                |              |                 |          |                  |                |             |        |  |  |        |     |                 |  |      |  |                     |  |
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|  | <p>Standard User Uploads personal docs, Activity log tracks all "Views," (Employee) view/requests authorized "Downloads," and "Search records Queries" to prevent unauthorized data harvesting</p> <p>Internal Read-only access to all Regularly reviews the "System Auditor logs and audit trails Access Logs" for anomalies, failed login attempts, or bulk downloads</p> <p>3.0 ENTERPRISE DATA BACKUP AND DISASTER RECOVERY REQUIREMENTS:<br/> The System shall implement enterprise-level data protection mechanisms to ensure the integrity, security, and availability of University records. The System shall:<br/> -implement automated data backup mechanisms for system databases and document repositories.<br/> -support daily incremental backups and weekly full system backups.<br/> -allow backup copies to be stored in separate secure storage locations or backup servers.<br/> -support system restoration procedures to recover system data in case of system failure or data loss.<br/> -maintain data integrity verification mechanisms to ensure that backup files are complete and recoverable.<br/> -support disaster recovery procedures that enable restoration of system services within a reasonable time frame</p> |  |
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|  | <p>after a system failure.</p> <ul style="list-style-type: none"> <li>-ensure that backup and recovery processes protect confidential and sensitive records in compliance with RA 10173 and University data protection policies.</li> </ul> <p>4.0                      <b>HARDWARE INFRASTRUCTURE AND DIGITIZATION EQUIPMENT</b></p> <p>The supplier shall provide the necessary hardware infrastructure and equipment required for the deployment and operation of the University Document Management System. The infrastructure shall support enterprise document storage, digitization, and system operations.</p> <p>The supplier shall provide:</p> <p>4.1    High-Speed Document Scanners (4 units)</p> <ul style="list-style-type: none"> <li>-high-speed document scanners for digitization of physical records.</li> </ul> <p>The scanners shall support:</p> <ul style="list-style-type: none"> <li>-automatic document feeder (ADF)--</li> <li>-duplex scanning capability</li> <li>-high-resolution scanning suitable for archival records</li> <li>-scanning speeds appropriate for high-volume document digitization.</li> </ul> <p>4.2    High-End Multimedia Workstations ( 30 Units)</p> <p>The supplier shall provide dedicated workstations for Records and Archives Office personnel responsible for scanning, indexing, and managing digitized records. The workstations shall support document scanning operations, OCR processing, metadata tagging and document indexing. Specifications:</p> <ul style="list-style-type: none"> <li>.Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed</li> <li>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</li> <li>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</li> <li>.Storage: at least 1TB NVMe</li> </ul> |  |
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|  | <p>PCIe Gen5 SSD</p> <p>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</p> <p>.Power Protection: 1500VA Line-Interactive UPS with AVR</p> <p>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</p> <p>.With Ergonomic Office Chair</p> <p>.With Ergonomic PC Table</p> <p>4.3 E-Signature &amp; Authentication</p> <p>To support the "Integrated E-Signatures" feature, the following hardware must be provided for administrative and records-handling offices:</p> <p>.Electronic Signature Pads (10 Units):</p> <ul style="list-style-type: none"> <li>-Display: Minimum 5-inch backlit Transflective LCD for high visibility.----</li> <li>-Resolution: At least 1024 x 600 pixels to ensure signature clarity.</li> <li>-Pen Type: Active battery-less pressure-sensitive pen with at least 2048 pressure levels.</li> <li>-Security: AES 256-bit encryption for secure transmission of biometric signature data.</li> <li>-Connectivity: USB 2.0/3.0 with "Plug-and-Play" compatibility for the UDMS web interface.</li> </ul> <p>4.4 Network and Security Infrastructure</p> <p>The system shall support secure connectivity and system protection including:</p> <ul style="list-style-type: none"> <li>-secure network access to the document management system</li> <li>-firewall integration and secure access controls</li> <li>-monitoring of system availability and network connectivity.</li> </ul> <p>5.0 SERVICE LEVEL AGREEMENT (SLA) AND SYSTEM PERFORMANCE REQUIREMENTS</p> <p>The supplier shall provide Service Level Agreement (SLA) commitments covering system</p> |  |
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|                       | <p>performance, operational reliability, and support services.</p> <p>5.1 Support and Maintenance Coverage</p> <p>The supplier shall provide three (3) years warranty and technical support starting from the official system acceptance date. Support services shall include:</p> <ul style="list-style-type: none"><li>.software updates and enhancements</li><li>.security patches and vulnerability mitigation</li><li>.bug fixes and issue resolution</li><li>.system performance monitoring and optimization</li><li>.helpdesk or ticketing system for incident reporting</li></ul> <p>5.2 Performance and Response Standards</p> <table><tr><td>Category</td><td>Requirement</td></tr><tr><td>Support</td><td>Ticket</td></tr><tr><td>Response Time</td><td>Initial response within 48 hours</td></tr><tr><td>Issue Resolution Time</td><td>Resolution within 5 Days depending on severity</td></tr><tr><td>Concurrent Users</td><td>Minimum 500 concurrent users</td></tr><tr><td>Auditability</td><td>Every document action (View, Edit, Delete, Move) must be logged with a timestamp and User ID</td></tr></table> <p>5.3 Security and Data Protection</p> <p>The system shall support:</p> <ul style="list-style-type: none"><li>.encrypted communications</li><li>.role-based access control</li><li>.multi-factor authentication</li><li>.audit trail logging</li><li>.secure backup and recovery mechanisms</li></ul> <p>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES</p> <p>The University Document Management System shall only be considered delivered and accepted after successful completion of the following:</p> | Category | Requirement | Support | Ticket | Response Time | Initial response within 48 hours | Issue Resolution Time | Resolution within 5 Days depending on severity | Concurrent Users | Minimum 500 concurrent users | Auditability | Every document action (View, Edit, Delete, Move) must be logged with a timestamp and User ID |  |
| Category              | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |             |         |        |               |                                  |                       |                                                |                  |                              |              |                                                                                              |  |
| Support               | Ticket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |             |         |        |               |                                  |                       |                                                |                  |                              |              |                                                                                              |  |
| Response Time         | Initial response within 48 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |             |         |        |               |                                  |                       |                                                |                  |                              |              |                                                                                              |  |
| Issue Resolution Time | Resolution within 5 Days depending on severity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |             |         |        |               |                                  |                       |                                                |                  |                              |              |                                                                                              |  |
| Concurrent Users      | Minimum 500 concurrent users                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |             |         |        |               |                                  |                       |                                                |                  |                              |              |                                                                                              |  |
| Auditability          | Every document action (View, Edit, Delete, Move) must be logged with a timestamp and User ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |             |         |        |               |                                  |                       |                                                |                  |                              |              |                                                                                              |  |

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|  | <p>6.1 System Acceptance Testing<br/>The system must pass:<br/>.system testing<br/>.integration testing<br/>.performance testing<br/>.security configuration verification<br/>.User Acceptance Testing (UAT).<br/>UAT shall involve:<br/>.Records and Archives Office<br/>.Administrative offices<br/>.Internal Audit Office<br/>.Information Technology Office.</p> <p>6.2 Data Migration Validation<br/>The supplier shall demonstrate successful migration of existing records including:<br/>.scanned documents<br/>.institutional records<br/>.administrative records<br/>.personnel records.<br/>Migration reports shall verify data completeness and integrity.</p> <p>6.3 Performance Validation<br/>The system shall demonstrate operational capability under production conditions including:<br/>.support for at least 500 concurrent users<br/>.compliance with 3-second query response time.</p> <p>6.4 Documentation and Knowledge Transfer<br/>Prior to final acceptance, the supplier shall deliver:<br/>.system architecture documentation<br/>.database schema documentation<br/>system administration manuals<br/>.user manuals<br/>.cybersecurity and backup procedures. / Total of</p> <p>4.) INVENTORY MANAGEMENT SYSTEM<br/>End-User: Supply Office<br/>1.0 General Requirements:<br/>The University Inventory Management System (UIMS) shall provide a centralized, enterprise-grade platform for managing supplies, materials, equipment, fixed assets, consumables, land, land improvements, and biological assets throughout their lifecycle.</p> |  |
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|  | <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.Inventory registration and catalog management</li> <li>.Warehouse and stock monitoring</li> <li>.Receiving, issuance, and transfers</li> <li>.Property accountability tracking</li> <li>.Asset lifecycle management</li> <li>.Inventory auditing and reconciliation</li> <li>.Supplier/vendor management</li> <li>.Management of Land, Land Improvements, and Biological Assets in accordance with COA and GAM.</li> <li>.Reporting and analytics</li> </ul> <p>The system shall support the operational processes of the University Supply Office, including procurement receipt verification, inventory control, issuance of supplies to offices, monitoring of property custodians, maintenance tracking, and disposal of unserviceable assets.</p> <p>The system shall comply with:</p> <ul style="list-style-type: none"> <li>.Commission on Audit (COA) Property and Inventory regulations</li> <li>.Government Accounting Manual (GAM) provisions on property management</li> <li>.Philippine Data Privacy Act (RA 10173)</li> <li>.relevant CHED and government asset management guidelines</li> </ul> <p>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The supplier shall design, develop, and implement a secure, scalable, and enterprise-grade Inventory Management System (UIMS) for the University.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support centralized management of supplies, materials, equipment, fixed assets, land, land improvements, and biological assets</li> <li>.provide web-based access through standard web browsers without requiring additional client-</li> </ul> |  |
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| <p>side installation</p> <p>.support multi-office and multi-campus deployment with user-defined departments, offices, locations, and classification structures</p> <p>.support multiple users with configurable Role-Based Access Control (RBAC) and user defined access levels</p> <p>.manage inventory of consumable and non-consumable materials, including stock-in, stock-out, returns, and adjustments</p> <p>.monitor inventory balances, including beginning balance, stock-in, stock-out, adjustments, and ending balances</p> <p>.provide a modular and scalable system architecture to support future Smart Campus expansion</p> <p>.generate reports in PDF and spreadsheet formats with user-defined page size and orientation</p> <p>.generate COA-compliant reports, including but not limited to:</p> <ul style="list-style-type: none"> <li>-Stock Inventory Reports</li> <li>-Property Ledger Cards</li> <li>-Inventory Custodian Slip (ICS)</li> <li>-Property Acknowledgment Receipt (PAR)</li> <li>-Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)</li> <li>-Inventory and Inspection Report of Unserviceable Property (IIRUP)</li> <li>-Waste Materials Report (WMR)</li> </ul> <p>.support secure Application Programming Interface (API) integration with other University systems</p> <p>.support integration with procurement, finance, accounting, human resource, and document management systems</p> <p>.implement Multi-Factor Authentication (MFA) for system access</p> <p>.maintain immutable audit logs for all transactions and user</p> |  |
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|  | <p>activities</p> <p>The system shall support at least 500 concurrent users accessing the platform simultaneously. The system shall process standard inventory transactions with a response time not exceeding three (3) seconds under normal operating conditions.</p> <p>1.2 Perpetual License Fee</p> <p>The system shall include a perpetual enterprise software license granting the University lifetime rights to use the system. The license shall include:</p> <ul style="list-style-type: none"> <li>.unlimited internal users</li> <li>.full administrative access and configuration control</li> <li>.unlimited inventory database records within deployed infrastructure</li> </ul> <p>The license shall not require recurring subscription fees except for maintenance and technical support services. The system shall not be subject to vendor lock-in conditions.</p> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.install, deploy, and configure the system on University-approved infrastructure (on premise or cloud)</li> <li>.ensure compatibility with existing University ICT infrastructure</li> <li>.configure system modules based on Supply Office operational requirements</li> </ul> <p>Configuration shall include:</p> <ul style="list-style-type: none"> <li>.user accounts and access permissions</li> <li>.inventory classification structures (including PPE, Semi-Expendable, Land, Biological Assets)</li> <li>.warehouse locations and storage areas</li> <li>.asset tagging configuration</li> <li>.approval workflows and authorization hierarchies</li> <li>.system security settings</li> </ul> <p>The supplier shall conduct configuration validation and user</p> |  |
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|  | <p>sign-off prior to system acceptance.</p> <p>1.4 User Workflow Integration</p> <p>The system shall support the complete operational workflow of the University Supply Office, including:</p> <ul style="list-style-type: none"> <li>.recording and verification of delivered items from procurement</li> <li>.warehouse storage and stock monitoring</li> <li>.issuance of supplies to requesting offices</li> <li>.generation and tracking of Inventory Custodian Slip (ICS) and Property Acknowledgment Receipt (PAR)</li> <li>.assignment and tracking of assets to property custodians</li> <li>.monitoring of asset transfers between offices</li> <li>.monitoring of repair and maintenance activities</li> <li>.disposal and condemnation of unserviceable property</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support configurable approval workflows and authorization levels</li> <li>.enforce accountability tracking per user and custodian</li> <li>.support secure API-based integration with other University systems</li> </ul> <p>1.5 Training and Knowledge Transfer</p> <p>The provider shall conduct comprehensive system training programs for:</p> <ul style="list-style-type: none"> <li>.Supply Office personnel</li> <li>.warehouse and inventory custodians</li> <li>.property custodians from different offices</li> <li>.system administrators from the ICT Office</li> </ul> <p>Training shall include:</p> <ul style="list-style-type: none"> <li>.at least three (3) sessions for end-users</li> <li>.at least two (2) sessions for system administrators</li> <li>.hands-on system exercises</li> <li>.user manuals and operational guides</li> </ul> |  |
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|  | <p>.administrator manuals<br/>.training videos and documentation</p> <p>1.6 Post-Implementation Documentation<br/>The supplier shall provide complete documentation including:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema documentation</li> <li>.system administration manuals</li> <li>.user manuals</li> <li>.disaster recovery procedures</li> <li>.data privacy and security compliance documentation.</li> <li>.source code documentation and API documentation</li> </ul> <p>All documentation shall comply with RA 10173 (Data Privacy Act) and University ICT standards.</p> <p>1.7 Testing and Commissioning<br/>The system shall undergo the following testing procedures:</p> <ul style="list-style-type: none"> <li>.system testing</li> <li>.integration testing</li> <li>.performance testing</li> <li>.security testing</li> <li>.User Acceptance Testing (UAT) with the Supply Office.</li> </ul> <p>Acceptance criteria shall include:</p> <ul style="list-style-type: none"> <li>.full compliance with all functional and technical requirements</li> <li>.successful completion of UAT with formal sign-off</li> <li>.no unresolved critical or high-severity defects</li> </ul> <p>The system shall be officially accepted only after successful completion of all required tests.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services<br/>The provider shall assist the University in migrating legacy inventory and property records including:</p> <ul style="list-style-type: none"> <li>.existing inventory registers</li> <li>.asset inventory lists</li> <li>.historical supply transactions</li> <li>.property accountability records.</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support digitization and OCR processing of legacy documents</li> <li>.ensure data validation,</li> </ul> |  |
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|  | <p>cleansing, and reconciliation during migration</p> <p>.retain historical data for at least five (5) years</p> <p>1.9 Project Management</p> <p>The provider shall assign a dedicated project management team responsible for project implementation and coordination with the University.</p> <p>Project management deliverables shall include:</p> <ul style="list-style-type: none"> <li>-detailed project implementation plan</li> <li>-Gantt chart and timeline</li> <li>-milestone deliverables</li> <li>-weekly progress reports</li> <li>-periodic coordination meetings</li> <li>-project risk management plan</li> </ul> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>The provider shall provide three (3) years of system support and maintenance, including:</p> <ul style="list-style-type: none"> <li>-bug fixes and software updates</li> <li>-security patches</li> <li>-system optimization and performance tuning</li> <li>-helpdesk support.</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All deliverables under this project shall be owned exclusively by the University.</p> <p>This shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>.Source code</li> <li>.Database and data structures</li> <li>.System configurations and settings</li> <li>.Custom modules, enhancements, and integrations</li> <li>.application programming interfaces (APIs)</li> <li>.system and technical documentation</li> </ul> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.provide full source code turnover prior to final system acceptance</li> <li>.ensure that all deliverables are free from third-party ownership restrictions, licensing limitations, or proprietary constraints that would prevent the University from using,</li> </ul> |  |
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|  | <p>modifying, or enhancing the system</p> <p>.grant the University full rights to use, modify, maintain, and further develop the system without requiring additional permissions or fees</p> <p>All intellectual property rights arising from the project shall be transferred to the University upon final acceptance and full payment. No additional licensing fees shall be required for the continued use, modification, or expansion of the system.</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <p>.The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway / ESB).</p> <p>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</p> <p>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</p> <p>.The System shall integrate with the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and</p> |  |
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|  | <p>validation across all systems.</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University. The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary, medical, etc.)</li> </ul> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> </li> <li>.support configurable alerts for: <ul style="list-style-type: none"> <li>-approvals</li> <li>-deficiencies</li> <li>-transactions</li> <li>-system events</li> </ul> </li> <li>.allow role-based notification preferences</li> <li>.maintain notification logs for audit purposes</li> </ul> <p>2.0 FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Item Master Catalog Management</p> <p>The system shall provide a centralized item master database containing:</p> <ul style="list-style-type: none"> <li>.unique item identification codes</li> <li>.item descriptions and specifications</li> <li>.unit of measure</li> </ul> |  |
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|  | <p>.inventory classification and category</p> <p>.supplier/vendor information</p> <p>.fund source classification</p> <p>The system shall:</p> <p>.support bulk import of item data using Excel or CSV formats</p> <p>.enforce standardized naming conventions and classification structures</p> <p>.maintain audit logs for all item master modifications</p> <p>2.2 Warehouse and Storage Management Module</p> <p>The system shall manage multiple inventory storage locations including:</p> <p>.central warehouse</p> <p>.departmental storage rooms</p> <p>.laboratories and specialized storage areas</p> <p>.equipment and asset storage facilities</p> <p>The system shall:</p> <p>.support storage location mapping, including warehouse, room, shelf, and bin levels</p> <p>.track inventory movement across locations in real-time</p> <p>.maintain audit logs for all stock movements</p> <p>2.3 Inventory Monitoring and Control Module</p> <p>The system shall support real-time monitoring of inventory levels across university locations.</p> <p>The system shall:</p> <p>.display stock balances, reserved inventory, issued supplies, and pending requests</p> <p>.provide dashboard visualization of inventory status</p> <p>.support predictive analytics for inventory trends and consumption</p> <p>2.4 Stock Level Management Module</p> <p>The system shall allow configuration of:</p> <p>.minimum stock levels</p> <p>.maximum stock levels</p> <p>.reorder thresholds</p> <p>.safety stock parameters.</p> <p>The system shall:</p> <p>.automatically generate alerts for low stock levels and reorder</p> |  |
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|  | <p>requirements</p> <ul style="list-style-type: none"> <li>.support automated generation of purchase requests or replenishment recommendations</li> </ul> <p>2.5 Inventory Transactions Module</p> <p>The system shall record all inventory transactions including:</p> <ul style="list-style-type: none"> <li>.receiving of delivered items</li> <li>.issuance of supplies to offices</li> <li>.stock transfers between offices</li> <li>.item returns</li> <li>.inventory adjustments</li> <li>.disposal of inventory items</li> </ul> <p>The system shall also support procurement-linked transactions, including:</p> <ul style="list-style-type: none"> <li>.recording and tracking of Material Requisitions (MR) initiated by requesting offices</li> <li>.generation and monitoring of Purchase Orders (PO) issued by the Procurement Office</li> <li>.recording of Reports of Delivery (RD) and inspection results</li> <li>.automatic matching of PO, delivery, and received quantities</li> <li>.validation of delivered items against approved purchase orders and specifications</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.maintain a complete and immutable audit trail for all transactions</li> <li>.enforce transaction approval workflows (MR ? PO ? Delivery ? Inventory)</li> <li>.associate each transaction with a responsible user or custodian</li> <li>.prevent over-delivery or unauthorized receipt beyond approved PO quantities</li> <li>.prevent processing of payment or inventory posting without validated inspection and acceptance records</li> </ul> <p>2.6 Asset Lifecycle Management Module</p> <p>The system shall manage the lifecycle of fixed assets including:</p> <ul style="list-style-type: none"> <li>.asset acquisition</li> <li>.asset tagging and identification (barcode, QR code, or RFID)</li> <li>.assignment to property custodians</li> </ul> |  |
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|  | <p>.office transfers and reassignment</p> <p>.repair and maintenance tracking</p> <p>.asset disposal and condemnation</p> <p>The system shall:</p> <p>.assign a unique asset identification number to each asset</p> <p>.support depreciation computation based on GAM (e.g., straight-line method)</p> <p>.track asset valuation, accumulated depreciation, and book value</p> <p>.support insurance tracking (e.g., GSIS coverage where applicable)</p> <p>2.7 Physical Inventory and Audit Module</p> <p>The system shall support periodic physical inventory verification.</p> <p>The system shall:</p> <p>.support barcode and QR code scanning for asset verification</p> <p>.support mobile-based inventory validation</p> <p>.reconcile physical inventory with system records</p> <p>.generate discrepancy and variance reports</p> <p>.maintain audit logs of all inventory activities</p> <p>The system shall support:</p> <p>.GPS geo-tagging during physical inventory</p> <p>.user-based tracking of audit activities</p> <p>2.8 Inventory Reporting and Analytics Module</p> <p>The system shall generate operational and management reports including:</p> <p>.inventory stock reports</p> <p>.supply consumption reports</p> <p>.asset inventory reports</p> <p>.asset depreciation reports</p> <p>.inventory valuation reports</p> <p>The system shall also generate:</p> <p>.Inventory Custodian Slip (ICS) registry</p> <p>.Property Acknowledgment Receipt (PAR) registry</p> <p>.Land and Land Improvements register</p> <p>.Biological Asset inventory</p> |  |
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|  | <p>reports</p> <ul style="list-style-type: none"> <li>.Custodian accountability reports</li> <li>.Material Requisition (MR) Reports</li> <li>.Purchase Order (PO) Monitoring Reports</li> <li>.Delivery and Receiving Reports</li> <li>.PO vs Delivery Variance Reports</li> </ul> <p>Reports shall be exportable in:</p> <ul style="list-style-type: none"> <li>.PDF format</li> <li>.spreadsheet formats (e.g., Excel)</li> </ul> <p>2.9 Mobile Application Functional Requirements</p> <p>The University Inventory Management System shall include a mobile application module to support field-based inventory operations and real-time asset verification across University facilities. The mobile application shall function as an integrated component of the Inventory Management System and shall support the following capabilities:</p> <p>2.9.1 Real-Time Physical Inventory Verification</p> <p>The mobile application shall enable inventory personnel to perform real-time physical inventory counting using barcode, QR code, or RFID scanning. The system shall allow the inventory committee to:</p> <ul style="list-style-type: none"> <li>.scan asset tags and automatically retrieve corresponding asset records from the inventory database</li> <li>.compare scanned items with the official asset registry during the physical inventory process</li> <li>.generate discrepancy alerts for missing, unrecorded, or mismatched assets</li> <li>.support the generation of inventory verification records consistent with the Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) required by the Commission on Audit (COA).</li> </ul> <p>2.9.2 Offline Inventory Capture and Data Synchronization</p> <p>The mobile application shall</p> |  |
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|  | <p>support offline operational capability to allow inventory activities in locations with limited or no internet connectivity. The system shall:</p> <ul style="list-style-type: none"> <li>.allow inventory data to be captured locally on the device during offline operation</li> <li>.store scanned asset information securely on the device</li> <li>.automatically synchronize locally stored records with the central system once network connectivity is restored</li> <li>.prevent duplicate data synchronization through transaction validation controls.</li> </ul> <p>2.9.3 Asset Discovery and Registration</p> <p>The mobile application shall allow authorized users to record assets discovered during physical inspection that are not yet registered in the inventory database.</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.creation of provisional asset entries during field inspection</li> <li>.capture of asset description, serial number, location, and responsible office</li> <li>.tagging of assets as "Found During Inventory Verification" pending validation by the Supply Office</li> </ul> <p>2.9.4 Asset Condition Documentation</p> <p>The mobile application shall allow inventory personnel to document the physical condition of assets during inspection.</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.capturing and attaching photographs of assets using the mobile device camera</li> <li>.recording asset condition classifications such as operational, defective, damaged, or unserviceable</li> <li>.attaching photographic documentation to support Inventory and Inspection Report of Unserviceable Property (IIRUP) records.</li> </ul> |
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|  | <p>2.9.5 Digital Property Accountability Confirmation</p> <p>The mobile application shall support digital acknowledgment of issued property by authorized personnel.</p> <p>The system shall allow:</p> <ul style="list-style-type: none"> <li>.authorized employees to confirm receipt of equipment or supplies through digital acknowledgment on the mobile device</li> <li>.electronic capture of signatures or confirmation records</li> <li>.automatic linkage of digital acknowledgments to the corresponding Inventory Custodian Slip (ICS) or Property Acknowledgment Receipt (PAR) records.</li> </ul> <p>2.9.6 Rugged Handheld Mobile Inventory Devices</p> <p>The supplier shall provide enterprise-grade rugged handheld mobile devices suitable for field inventory operations. The devices shall meet the following minimum specifications:</p> <ul style="list-style-type: none"> <li>.Operating System: Android 11 or higher (enterprise-supported)</li> <li>.Scanning Capability: dedicated 1D/2D barcode imager</li> <li>.Durability: minimum IP65/67 rating and 6-foot drop resistance</li> <li>.Battery: hot-swappable or extended battery capacity for full-day operation</li> <li>.Connectivity: Wi-Fi, cellular (4G/5G), and Bluetooth</li> </ul> <p>The mobile devices shall support integration with the Inventory Management System through secure wireless connectivity.</p> <p>2.9.7 Integration with Inventory Management Infrastructure</p> <p>The mobile inventory application shall support integration with the hardware and system infrastructure of the Inventory Management System.</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.wireless communication with barcode or QR code label printers for on-site printing of replacement asset tags</li> </ul> |  |
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|  | <p>.integration with optional RFID scanning accessories for bulk asset identification</p> <p>.synchronization of scanned asset records with the central inventory database.</p> <p>2.9.8 Audit Logging and Compliance Monitoring</p> <p>The mobile system shall maintain complete and verifiable audit logs of all inventory activities. The system shall record the following information for each inventory transaction:</p> <ul style="list-style-type: none"> <li>.user identification</li> <li>.date and time of transaction</li> <li>.scanned asset identification number</li> <li>.asset location and verification result</li> <li>.inventory activity performed.</li> </ul> <p>The audit logs shall support inventory verification and audit processes required by the Commission on Audit (COA).</p> <p>2.9.9 Location Verification and Security</p> <p>The mobile system shall support mechanisms to verify the location of assets during inventory operations.</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.automatic capture of location information when inventory verification is conducted</li> <li>.recording of asset location data for validation of asset placement.</li> </ul> <p>All data transmitted between the mobile application and the central system shall be encrypted using secure communication protocols in compliance with the Data Privacy Act of 2012 (RA 10173).</p> <p>2.10 Property Classification and Special Asset Management Module</p> <p>The system shall support classification and management of all government property types.</p> <p>2.10.1 Land Management</p> <ul style="list-style-type: none"> <li>.record land title, location, and area</li> <li>.capture acquisition details and legal attributes</li> <li>.support GIS/GPS-based location</li> </ul> |  |
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|  | <p>tracking</p> <p>.classify land as non-depreciable assets</p> <p>2.10.2 Land Improvements</p> <p>.track infrastructure and site improvements</p> <p>.link improvements to parent land assets</p> <p>.support valuation and depreciation (if applicable)</p> <p>2.10.3 Biological Assets</p> <p>.classify biological assets (livestock, plantations, etc.)</p> <p>.support group-based tracking</p> <p>.monitor growth, valuation, and lifecycle</p> <p>2.10.4 Property Categorization</p> <p>The system shall classify assets into:</p> <p>.Land</p> <p>.Land Improvements</p> <p>.Property, Plant, and Equipment (PPE)</p> <p>.Semi-Expendable Property</p> <p>.Biological Assets</p> <p>2.11 Property Accountability and Clearance Management Module</p> <p>The system shall ensure full accountability of government property.</p> <p>2.11.1 PAR Integration</p> <p>.automatic generation of Property Acknowledgment Receipts (PAR)</p> <p>.linkage of PAR to asset, custodian, and office</p> <p>.support digital and printed formats</p> <p>.capture electronic signatures</p> <p>2.11.2 ICS Tracking</p> <p>.automatic generation of Inventory Custodian Slip (ICS)</p> <p>.tracking of semi-expendable items per user</p> <p>2.11.3 Custodian Lifecycle Management</p> <p>.tracking of assignment, transfer, and return of assets</p> <p>.maintenance of historical custodian records</p> <p>2.11.4 Clearance and Exit Management</p> <p>.generation of clearance reports</p> <p>.identification of unreturned assets</p> |  |
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|  | <p>.optional integration with HR systems</p> <p>2.12 Procurement and Delivery Integration Module</p> <p>The system shall integrate inventory operations with procurement processes.</p> <p>2.12.1 Material Requisition (MR) Management</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.allow offices to create and submit Material Requisitions (MR)</li> <li>.support approval workflows for requisitions</li> <li>.track status of MR (Draft, Submitted, Approved, Fulfilled, Cancelled)</li> <li>.link MR to inventory availability and procurement actions</li> </ul> <p>2.12.2 Purchase Order (PO) Integration</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.record and track Purchase Orders (PO) issued by the Procurement Office</li> <li>.link PO to corresponding MR and supplier/vendor</li> <li>.track PO status (Issued, Partially Delivered, Completed, Cancelled)</li> <li>.store supplier details, delivery schedules, and quantities</li> </ul> <p>2.12.3 Report of Delivery (RD) and Inspection</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.record Reports of Delivery (RD) upon receipt of items</li> <li>.support inspection and acceptance workflows</li> <li>.validate delivered items against PO specifications and quantities</li> <li>.support partial deliveries and backorders</li> <li>.flag discrepancies (over-delivery, under-delivery, damaged items)</li> </ul> <p>2.12.4 Inventory Integration</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.automatically update inventory records upon accepted delivery</li> <li>.prevent inventory posting without validated delivery records</li> <li>.maintain traceability from MR ? PO ? Delivery ? Inventory</li> </ul> <p>3.0 ENTERPRISE DATA BACKUP AND DISASTER</p> |  |
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|  | <p><b>RECOVERY REQUIREMENTS</b></p> <p>The system shall implement enterprise-level data protection mechanisms to ensure system availability and data integrity. The system shall:</p> <ul style="list-style-type: none"> <li>.implement automated data backup for databases and inventory records</li> <li>.support daily incremental backups and weekly full system backups</li> <li>.support offsite backup storage</li> <li>.provide system restoration procedures for disaster recovery.</li> </ul> <p>Backup and recovery mechanisms shall comply with University data protection policies and RA 10173.</p> <p>The system shall meet the following recovery objectives:</p> <ul style="list-style-type: none"> <li>.Recovery Point Objective (RPO):<br/>? 24 hours</li> <li>.Recovery Time Objective (RTO):<br/>? 8 hours</li> </ul> <p><b>4.0 HARDWARE INFRASTRUCTURE AND INVENTORY MANAGEMENT EQUIPMENT</b></p> <p>The supplier shall provide all necessary hardware infrastructure required for the deployment, operation, and sustainability of the Inventory Management System.</p> <p>All hardware shall be:</p> <ul style="list-style-type: none"> <li>.brand new and enterprise-grade</li> <li>.compatible with the system requirements</li> <li>.covered by a minimum of three (3) years warranty</li> <li>.inclusive of installation, configuration, and testing</li> </ul> <p><b>4.1 Asset Tagging and Identification Equipment</b></p> <p>The supplier shall provide equipment for inventory asset tagging including:</p> <ul style="list-style-type: none"> <li>.barcode printers</li> <li>.QR code label printers</li> <li>.handheld barcode scanners</li> <li>.optional RFID asset tracking devices.</li> </ul> <p>All equipment shall:</p> <ul style="list-style-type: none"> <li>.support high-volume printing and</li> </ul> |  |
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|  | <p>scanning operations</p> <ul style="list-style-type: none"> <li>.be compatible with the system and mobile application</li> <li>.support real-time data capture and synchronization</li> <li>.include necessary consumables for initial deployment (labels, ribbons, etc.)</li> </ul> <p>4.2 Inventory Management Workstations (5 Units)</p> <p>The supplier shall provide dedicated workstations for Supply Office personnel responsible for:</p> <ul style="list-style-type: none"> <li>.inventory encoding</li> <li>.asset tagging and scanning</li> <li>.indexing and records management</li> <li>.OCR processing and digitization</li> <li>.archival records management</li> </ul> <p>4.3 High-End Workstations (5 Units)</p> <p>The supplier shall provide five (5) high-performance workstations (or equivalent) with the following minimum specifications:</p> <ul style="list-style-type: none"> <li>.Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed</li> <li>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</li> <li>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</li> <li>.Storage: at least 1TB NVMe PCIe Gen5 SSD</li> <li>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</li> <li>.Power Protection: 1500VA Line-Interactive UPS with AVR</li> <li>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</li> <li>.With Ergonomic Office Chair and Ergonomic PC Table</li> </ul> <p>4.4 Document Scanners (5 Units)</p> <p>The supplier shall also provide high-speed document scanners with the following features:</p> <ul style="list-style-type: none"> <li>.Automatic Document Feeder (ADF) for batch processing</li> <li>.duplex scanning capability (simultaneous front and back scanning)</li> </ul> |  |
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|                | <p>.high-resolution output suitable for archival purposes</p> <p>.compatibility with OCR and document management systems</p> <p>4.5 Network and Security Infrastructure</p> <p>The system shall support secure connectivity including:</p> <ul style="list-style-type: none"> <li>.secure network access</li> <li>.firewall integration</li> <li>.system monitoring and access control mechanisms</li> <li>.intrusion detection and prevention</li> <li>.role-based network access control</li> </ul> <p>5.0 SERVICE LEVEL AGREEMENT (SLA)</p> <p>The supplier shall provide a comprehensive Service Level Agreement (SLA) to ensure system performance, availability, and support.</p> <p>5.1 Core SLA Requirements</p> <p>The system shall meet the following minimum service levels</p> <table> <thead> <tr> <th>Category</th><th>Requirement</th><th>Target Metric</th></tr> </thead> <tbody> <tr> <td>Response Time</td><td>Technical Support</td><td></td></tr> <tr> <td>Engagement</td><td></td><td>i</td></tr> <tr> <td>Initial report</td><td>Capacity</td><td>User</td></tr> <tr> <td>Load</td><td></td><td>&gt;/- 500</td></tr> <tr> <td>concurrent</td><td></td><td>users</td></tr> <tr> <td>Maintenance</td><td>Support</td><td></td></tr> <tr> <td>Coverage</td><td></td><td>3 years</td></tr> <tr> <td>Training</td><td>Knowledge</td><td></td></tr> <tr> <td>Transfer</td><td>Comprehe</td><td></td></tr> <tr> <td>nsive</td><td></td><td></td></tr> </tbody> </table> <p>for Supply Office</p> <p>and ICT personnel</p> <p>5.2 Incident Severity and Resolution</p> <p>The supplier shall adhere to the following incident management standards</p> <table> <thead> <tr> <th>Severity</th><th>Definition</th><th>Response Time</th></tr> </thead> <tbody> <tr> <td>Critical (P1)</td><td></td><td>System</td></tr> </tbody> </table> | Category      | Requirement | Target Metric | Response Time | Technical Support |  | Engagement |  | i | Initial report | Capacity | User | Load |  | >/- 500 | concurrent |  | users | Maintenance | Support |  | Coverage |  | 3 years | Training | Knowledge |  | Transfer | Comprehe |  | nsive |  |  | Severity | Definition | Response Time | Critical (P1) |  | System |  |
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| Category       | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target Metric |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Response Time  | Technical Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Engagement     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | i             |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Initial report | Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | User          |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Load           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | >/- 500       |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| concurrent     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | users         |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Maintenance    | Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Coverage       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3 years       |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Training       | Knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Transfer       | Comprehe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| nsive          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Severity       | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Response Time |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |
| Critical (P1)  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | System        |             |               |               |                   |  |            |  |   |                |          |      |      |  |         |            |  |       |             |         |  |          |  |         |          |           |  |          |          |  |       |  |  |          |            |               |               |  |        |  |

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|  | <p>inaccessible to all users 48 hour</p> <p>Low (P4) Minor issues or enhancements 5 day</p> <p>5.3 SLA Enforcement and Penalties</p> <p>Failure to meet SLA requirements shall result in:</p> <ul style="list-style-type: none"> <li>.service credits</li> <li>.payment deductions</li> <li>.applicable contractual penalties</li> </ul> <p>Repeated or prolonged SLA violations may constitute grounds for contract termination.</p> <p>5.4 Technical SLA Requirements</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.define and enforce resolution time commitments based on severity classification</li> <li>.perform monthly database integrity checks to ensure data consistency and prevent orphaned or mismatched records</li> <li>.implement backup procedures in accordance with Section 3.0, including: <ul style="list-style-type: none"> <li>-daily incremental backups</li> <li>-weekly full backups</li> <li>-Recovery Point Objective (RPO) ? 48 hours</li> </ul> </li> <li>.provide quarterly security patches and bi-annual system updates</li> <li>.ensure full source code turnover prior to final system acceptance</li> </ul> <p>5.5 Compliance and Audit Support</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.provide technical support during annual audits conducted by the Commission on Audit</li> <li>.assist in data extraction, reconciliation, and reporting as required by COA</li> </ul> <p>5.6 Security and System Assurance</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.conduct annual Vulnerability Assessment and Penetration Testing (VAPT)</li> <li>.ensure compliance with the Republic Act No. 10173</li> <li>.implement data protection, encryption, and access control mechanisms</li> </ul> |  |
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|  | <p>.support audit trail export for COA inspection.</p> <p>5.7 System Sustainability and Maintenance</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.implement a data archival strategy to maintain system performance over long-term use (5+ years)</li> <li>.ensure system scalability for increasing data volume and users</li> <li>.provide continuous system optimization</li> </ul> <p>5.8 Hardware Support and Replacement</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.provide Next Business Day (NBD) on-site replacement for defective hardware components</li> <li>.ensure availability of spare parts and support services</li> <li>.minimize downtime of critical equipment</li> </ul> <p>6.0 COMPLIANCE AND FUNCTIONAL GOVERNANCE REQUIREMENTS</p> <p>6.1 COA/GAM Reporting Compliance</p> <p>The system shall automatically generate the following standard government reports:</p> <ul style="list-style-type: none"> <li>.Inventory Custodian Slip (ICS)</li> <li>.Property Acknowledgment Receipt (PAR)</li> <li>.Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)</li> <li>.Inventory and Inspection Report of Unserviceable Property (IIRUP)</li> <li>.Waste Materials Report (WMR)</li> </ul> <p>6.2 Financial and Accounting Integration</p> <p>The system shall integrate with accounting processes and support:</p> <ul style="list-style-type: none"> <li>.automatic depreciation computation using the Straight-Line Method in accordance with GAM</li> <li>.automated reconciliation between Supply Office records and Accounting Office ledgers</li> </ul> |  |
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|  | <p>.generation of asset lifecycle and lapsing schedules, including:</p> <ul style="list-style-type: none"> <li>-book value</li> <li>-accumulated depreciation</li> <li>-remaining useful life</li> </ul> <p>6.3 Disposal and Appraisal Management</p> <p>The system shall support a structured disposal workflow, including:</p> <ul style="list-style-type: none"> <li>.identification and tagging of unserviceable property</li> <li>.appraisal value recording and comparison with acquisition cost</li> <li>.tracking of disposal method, including:</li> <li>-public bidding</li> <li>-donation</li> <li>-destruction</li> </ul> <p>6.4 Technical Requirements for Inventory Cleansing</p> <p>The system shall support COA-compliant inventory cleansing activities, including:</p> <ul style="list-style-type: none"> <li>.mobile inventory application for real-time asset validation</li> <li>.support for barcode, QR, and RFID-based scanning</li> <li>.synchronization of mobile devices with the central system</li> </ul> <p>6.5 Accountability and Insurance Tracking</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.support integration or tracking of government insurance coverage (e.g., GSIS) for highvalue assets</li> <li>.track property accountability per custodian, including assignment history</li> <li>.support clearance generation for personnel with outstanding property accountability.</li> </ul> <p>5.) UNIVERSITY FINANCE MANAGEMENT SYSTEM</p> <p>End-User: Finance and Budget Office</p> <p>1.0 GENERAL REQUIREMENTS:</p> <p>.The University Finance Management System (UFMS) shall provide an integrated enterprise financial management platform that automates the University's financial processes including Budget Management,</p> |  |
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|  | <p>Procurement Financial Monitoring, Accounting Operations, Accounts Payable, Accounts Receivable, Cashiering, Payroll Financial Integration, and Point-of-Sale Transactions.</p> <p>.The system shall provide real-time financial information, accurate financial reporting, and ensure compliance with national government financial regulations and auditing standards.</p> <p>.The System shall support the University's Smart Campus digital transformation initiative by integrating financial operations across all University units.</p> <p>.The System shall provide an automated notification and alert mechanism to support timely processing, monitoring, and approval of financial transactions.</p> <p>.The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The System shall:</p> <p>.Provide a web-based enterprise Finance Management System accessible through standard web browsers.</p> <p>.Support multi-user access with at least 300 concurrent users.</p> <p>.Implement a modular architecture consisting of:</p> <ul style="list-style-type: none"> <li>-Budget Management Module</li> <li>-Procurement Financial Monitoring Module</li> <li>-Accounting Module</li> <li>-Accounts Payable Module</li> <li>-Accounts Receivable Module</li> <li>-Cashiering Module</li> <li>-Point-of-Sale Module</li> <li>-Financial Reporting Module.</li> </ul> <p>.Support Application Programming Interface (API) integration with other University information systems.</p> <p>.Ensure system scalability to support future Smart Campus modules and additional users.</p> <p>.Support at least 300 concurrent users with a response time of not more than three (3) seconds for</p> |  |
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|  | <p>standard transactions.</p> <p>1.2 Perpetual License Fee<br/>The supplier shall provide:<br/>.A perpetual enterprise license allowing the University to use the system indefinitely.<br/>.The license shall support unlimited internal users within the University.<br/>.The license shall not require recurring subscription fees except for maintenance and technical support services.</p> <p>1.3 Installation and Configuration Services<br/>The supplier shall:<br/>.Install and deploy the system on University-approved infrastructure.<br/>.Support deployment via On-premise servers, or cloud infrastructure.<br/>.Configure:<br/>-user accounts and access permissions<br/>-financial transaction workflows<br/>-approval hierarchies<br/>-system security settings.</p> <p>1.4 User Workflow Integration<br/>The System shall implement workflows that match the University's financial operations including:<br/>.BAC procurement cycle<br/>.Budget preparation and obligation processes<br/>.Accounting procedures based on Government Accounting Manual (GAM)<br/>.Cashiering and collection operations<br/>.Inventory and property accountability<br/>.Disbursement and payment workflows.<br/>The System shall support configurable approval hierarchies for financial transactions.<br/>The System shall support integration with:<br/>.DBM eBudget system<br/>.DBM Budget and Treasury Management System (BTMS)<br/>.COA reporting processes<br/>.COA Electronic New</p> |  |
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|  | <p>Government Accounting System (ENGAS)</p> <p>.Authorized banking platforms for electronic payments.</p> <p>The System shall support data export, import, or interoperability mechanisms that allow synchronization or reconciliation with existing government accounting systems to ensure consistency of financial data and avoid duplication of accounting records.</p> <p>1.5 Training and Knowledge Transfer</p> <p>The supplier shall conduct at least five (5) structured training sessions for the following user groups:</p> <p>.Budget Office personnel</p> <p>.Accounting Office personnel</p> <p>.Cashier Unit personnel</p> <p>.Finance administrators</p> <p>.IT system administrators.</p> <p>Training materials shall include:</p> <p>.user manuals</p> <p>.system administration guides</p> <p>.video tutorials</p> <p>1.6 Post-Implementation Documentation</p> <p>The supplier shall provide complete system documentation including:</p> <p>.system architecture documentation</p> <p>.database schema</p> <p>.workflow diagrams</p> <p>.user manuals</p> <p>.system administration manuals</p> <p>.disaster recovery procedures.</p> <p>Documentation shall include guidelines for COA audit compliance.</p> <p>1.7 Testing and Commissioning</p> <p>The supplier shall perform the following tests:</p> <p>.system testing</p> <p>.integration testing</p> <p>.performance testing</p> <p>.User Acceptance Testing (UAT).</p> <p>The System shall be considered accepted only after successful completion of UAT and formal acceptance by the University.</p> <p>1.8 Data Migration Planning &amp;</p> |  |
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|  | <p>Consultancy Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.Conduct data assessment and migration planning.</li> <li>.Migrate at least five (5) years of historical financial data including: <ul style="list-style-type: none"> <li>-budget records</li> <li>-accounting transactions</li> <li>-procurement financial records</li> <li>-receivables and payables records.</li> </ul> </li> <li>.Perform data validation and reconciliation before system go-live.</li> </ul> <p>1.9 Project Management</p> <p>.The Supplier shall provide Project Management Services for the planning, implementation, deployment, and completion of the University Finance Management System.</p> <p>.The Supplier shall assign a dedicated Project Manager and implementation team responsible for coordinating all project activities with the University.</p> <p>.The Project Manager shall ensure that the system is implemented according to the approved project plan, schedule, and technical specifications.</p> <p>.The supplier shall submit project implementation plan, project schedule (Gantt chart), weekly progress reports.</p> <p>1.10 Three Years (3) Support &amp; Maintenance</p> <p>.Must provide 3 years of warranty, technical support, and system updates.</p> <p>.Must include bug fixes, security patches, and performance tuning.</p> <p>.Must include a helpdesk/ticketing system with defined SLA (response and resolution times).</p> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All deliverables under this project shall be owned exclusively by the University.</p> <p>This shall include, but not be limited to:</p> |  |
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|  | <p>.Source code</p> <p>.Database and data structures</p> <p>.System configurations and settings</p> <p>.Custom modules, enhancements, and integrations</p> <p>.application programming interfaces (APIs)</p> <p>.system and technical documentation</p> <p>The supplier shall:</p> <p>.provide full source code turnover prior to final system acceptance</p> <p>.ensure that all deliverables are free from third-party ownership restrictions, licensing limitations, or proprietary constraints that would prevent the University from using, modifying, or enhancing the system</p> <p>.grant the University full rights to use, modify, maintain, and further develop the system without requiring additional permissions or fees</p> <p>All intellectual property rights arising from the project shall be transferred to the University upon final acceptance and full payment</p> <p>No additional licensing fees shall be required for the continued use, modification, or expansion of the system.</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <p>.The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway / ESB).</p> <p>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</p> <p>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</p> |  |
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|  | <p>.The System shall integrate with the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems.</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University. The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary, medical, etc.)</li> </ul> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> </li> </ul> |  |
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|  | <p>.support configurable alerts for:</p> <ul style="list-style-type: none"> <li>-approvals</li> <li>-deficiencies</li> <li>-transactions</li> <li>-system events</li> </ul> <p>.allow role-based notification preferences</p> <p>.maintain notification logs for audit purposes</p> <p>2. FUNCTIONAL SPECIFICATIONS:</p> <p>2.1 Budget Management</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.Support preparation of the Annual Procurement Plan (APP).</li> <li>.Support preparation of the Work and Financial Plan (WFP).</li> <li>.Allow budget loading using UACS codes.</li> <li>.Generate the following budget documents: <ul style="list-style-type: none"> <li>-Obligation Request Status (ORS)</li> <li>-Budget Utilization Request Status (BURS).</li> </ul> </li> <li>.Monitor: <ul style="list-style-type: none"> <li>-budget allocations</li> <li>-obligations</li> <li>-allotment utilization.</li> </ul> </li> <li>.Automatically validate Purchase Requests (PR) against available budget allocations.</li> <li>.Record budget realignment transactions with complete audit trail.</li> </ul> <p>2.2 General Ledger</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.Maintain a comprehensive and fully integrated General Ledger for all financial transactions</li> <li>.Support a Government Accounting Manual (GAM)-compliant Chart of Accounts</li> <li>.Allow configuration of the Chart of Accounts, including: <ul style="list-style-type: none"> <li>-Account code</li> <li>-Description</li> <li>-Account type</li> <li>-Parent account hierarchy</li> <li>-Contra accounts</li> <li>-Subsidiary tagging</li> <li>-Ordering and classification</li> </ul> </li> <li>.Allow configuration of fees and income accounts, including:</li> </ul> |  |
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|  | <ul style="list-style-type: none"> <li>-Code and description</li> <li>-Type (e.g., tuition, miscellaneous, laboratory, other income, non-assessable, non-school-related)</li> <li>-Collection/income account mapping</li> <li>-Fund classification</li> <li>-Nature of collection</li> <li>-Priority level</li> <li>.Allow configuration of:</li> <li>-Accounts for allotments and obligations</li> <li>-Funds (e.g., General Fund, Trust Fund, IGP, Grants)</li> <li>-Banks and bank accounts</li> <li>.Support multi-fund accounting, including: <ul style="list-style-type: none"> <li>-General Fund</li> <li>-Trust Fund</li> <li>-Income Generating Projects (IGP)</li> <li>-Grants</li> </ul> </li> <li>.Record and process the following transactions: <ul style="list-style-type: none"> <li>-Journal Entries and Journal Entry Vouchers (JEV)</li> <li>-Vouchers Payable</li> <li>-Cash and check disbursements</li> <li>-Check issuance, encashment, cancellation, and other bank transactions</li> </ul> </li> <li>.Generate financial summaries and reports, including: <ul style="list-style-type: none"> <li>-Breakdown and summary of obligations</li> <li>-Statement of Allotments, Obligations, and Balances (SAOB)</li> </ul> </li> <li>.Maintain subsidiary ledgers for: <ul style="list-style-type: none"> <li>-Employees</li> <li>-Students</li> <li>-Other relevant entities</li> </ul> </li> <li>.Allow authorized administrators to configure and update accounting structures and policies, including: <ul style="list-style-type: none"> <li>-Chart of accounts</li> <li>-Financial reporting classifications</li> <li>-Transaction categories</li> <li>-Policy parameters</li> </ul> </li> <li>without requiring software redevelopment</li> <li>.Support future updates and</li> </ul> |  |
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|  | <p>compliance with:</p> <ul style="list-style-type: none"> <li>-Government Accounting Manual (GAM)</li> <li>-Commission on Audit (COA) guidelines</li> <li>-Department of Budget and Management (DBM) policies</li> </ul> <p>.Ensure all General Ledger transactions are:</p> <ul style="list-style-type: none"> <li>-Properly classified and validated</li> <li>-Fully traceable through audit logs</li> <li>-Integrated with other financial modules</li> </ul> <p>2.3 Financial Reporting</p> <p>The System shall generate the following reports:</p> <ul style="list-style-type: none"> <li>.Financial Statements</li> <li>-Income Statement</li> <li>-Balance Sheet</li> <li>-Trial Balance</li> <li>-Cash Flow Statement</li> <li>.Government Financial Reports</li> <li>-Budget and Financial Accountability Reports (BFAR)----</li> <li>-Budget Execution Documents (BED)</li> <li>-Statement of Allotments, Obligations and Balances (SAOB)</li> <li>-Status of Appropriations</li> <li>-Status of Allotment Releases</li> <li>.Monitoring Reports</li> <li>-Accounts Payable Monitoring</li> <li>-Accounts Receivable Monitoring</li> <li>-Aging of Accounts</li> <li>-Collection Reports by Cashier</li> <li>-Daily Collection Reports</li> <li>-Disbursement Reports</li> <li>.Accounting Reports</li> <li>-General Journal</li> <li>-Special Journals</li> <li>-General Ledger</li> <li>-Subsidiary Ledger</li> <li>-Bank Reconciliation Report</li> <li>-Depreciation Schedule</li> <li>-Amortization Report</li> </ul> <p>2.4 User Access Control</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.Implement role-based access control.</li> <li>.Allow administrators to assign user roles and permissions.</li> <li>.Restrict access to system modules according to assigned</li> </ul> |  |
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|  | <p>roles.</p> <p>.Maintain complete and non-editable audit logs of all financial transactions, user activities, approvals, and system configuration changes.</p> <p>.Provide audit reporting and monitoring capabilities required for review by the Commission on Audit (COA) Resident Auditor and COA Information Technology Audit Teams.</p> <p>.Ensure traceability of all financial transactions from initiation to approval and posting in accordance with COA auditing requirements.</p> <p>2.5 Procurement Module Vendor Management:</p> <p>The System shall maintain a vendor database containing:</p> <ul style="list-style-type: none"> <li>.vendor identification information</li> <li>.contact details</li> <li>.payment terms</li> <li>.vendor transaction history.</li> </ul> <p>2.6 Procurement Module Purchase Order Management</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.Generate Purchase Orders (PO).</li> <li>.Track purchase order approval workflow.</li> <li>.Validate procurement transactions against available budget allocations.</li> <li>.Integrate with the inventory management system to update stock levels upon receipt of goods.</li> </ul> <p>2.7 Procurement Module Receiving and Inspection</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.Record receipt of goods based on approved Purchase Orders (PO)</li> <li>.Verify delivered quantities and item condition</li> <li>.Generate Inspection and Acceptance Reports (IAR)</li> <li>.Automatically update the Inventory Management System upon acceptance, including: <ul style="list-style-type: none"> <li>-Recording items as inventory or assets</li> <li>-Updating stock quantities,</li> </ul> </li> </ul> |  |
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|  | <p>location, and unit cost</p> <ul style="list-style-type: none"> <li>-Assigning stock numbers or property/asset tags</li> </ul> <p>.Ensure all transactions are linked to procurement records and are traceable for audit purposes</p> <p>2.8 Procurement Module</p> <p>Accounts Payable &amp; Cheque Management</p> <p>The System shall provide an Accounts Payable and Cheque Management module to support the processing of supplier payments and disbursement transactions.</p> <p>2.8.1 The System shall:</p> <ul style="list-style-type: none"> <li>.process vendor invoices for approved procurement transactions</li> <li>.perform three-way matching of the following documents prior to payment processing: <ul style="list-style-type: none"> <li>-Purchase Order (PO)</li> <li>-Receiving Report / Inspection and Acceptance Report (IAR)</li> <li>-Vendor Invoice</li> </ul> </li> <li>.generate Commission on Audit (COA) compliant Disbursement Vouchers (DV)</li> <li>.support payment methods including: <ul style="list-style-type: none"> <li>-cheque payments</li> <li>-electronic fund transfer (EFT)</li> <li>-bank transfer and electronic payment systems</li> </ul> </li> <li>.maintain reconciliation and monitoring of vendor accounts and outstanding liabilities.</li> </ul> <p>2.8.2 Cheque Maker and Management Utility</p> <p>The System shall provide a Cheque Maker and Management utility to support secure cheque preparation and disbursement operations.</p> <p>.Automated Cheque Preparation</p> <p>The system shall automatically populate cheque details-including Payee, Amount in Words (auto-converted from figures), Amount in Figures, and Date-based on approved Disbursement Vouchers (DV).</p> <p>.Template Customization</p> <p>The system shall support</p> |  |
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|  | <p>configurable cheque printing templates to ensure proper alignment with cheque formats of authorized banking institutions.</p> <p>.Sequential Control<br/>The system shall automatically track and assign the next available cheque number based on the selected bank account and fund source (e.g., General Fund, Trust Fund).</p> <p>.Batch Printing<br/>The system shall support batch processing and printing of multiple cheques simultaneously to support high-volume disbursements.</p> <p>.Security and Access Control<br/>The system shall:<br/>-restrict cheque printing access to authorized personnel through role-based access control (RBAC)<br/>-maintain a digital Cheque Register recording issued, cancelled, and voided cheques<br/>-maintain a non-editable audit trail of cheque transactions.</p> <p>.Bank Reconciliation Integration<br/>The system shall automatically link issued cheques with the Bank Reconciliation module to enable monitoring of cheque status, including outstanding and cleared cheques.</p> <p>2.9 Accounts Receivable &amp; Cashiering<br/>The System shall:<br/>.Record receivables from:<br/>-student tuition and fees<br/>-grants<br/>-other university income.<br/>.Maintain individual student account records integrated with the Student Information System.<br/>.Generate Official Receipts (OR).<br/>.Integrate with the ARIS Cashiering System.<br/>.Provide real-time monitoring of collections and outstanding receivables.</p> <p>2.10 Point-of-Sale (POS) Module<br/>Product and Service Catalog</p> |  |
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|  | <p>The System shall maintain a product and service catalog including product descriptions, pricing, tax settings, discount configurations.</p> <p>2.11 Point-of-Sale (POS) Module Sales Transactions</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.record POS transactions</li> <li>.support cash, card, and electronic payments</li> <li>.generate sales receipts and invoices.</li> </ul> <p>2.12 Point-of-Sale (POS) Module Inventory Management</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.track inventory levels in real time</li> <li>.generate inventory reports</li> <li>.automatically trigger purchase requests when stock levels reach predefined thresholds.</li> </ul> <p>3.0 ENTERPRISE BACKUP AND DISASTER RECOVERY REQUIREMENTS</p> <p>The University Finance Management System shall implement enterprise-level data protection mechanisms to ensure the integrity, security, and availability of financial data and transaction records.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-implement automated backup mechanisms for system databases and financial records.</li> <li>-support daily incremental backups and weekly full system backups of financial databases.</li> <li>-allow backup copies to be stored in secure secondary storage locations or backup servers.</li> <li>-support system restoration procedures to recover financial data in case of system failure or data loss.</li> <li>-maintain data integrity verification mechanisms to ensure that backup files are complete and recoverable.</li> <li>-support disaster recovery procedures that enable restoration of system services within a reasonable time frame after a system failure.</li> <li>-ensure that backup and recovery</li> </ul> |  |
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|  | <p>processes protect sensitive financial information in compliance with COA auditing requirements and applicable data protection regulations.</p> <p>4.0 SYSTEM INFRASTRUCTURE REQUIREMENTS</p> <p>The supplier shall ensure that the University Finance Management System operates on enterprise-grade infrastructure capable of supporting financial transaction processing, reporting, and data storage.</p> <p>The system infrastructure shall support multi-user financial operations across University offices.</p> <p>The supplier shall provide recommended infrastructure specifications for the deployment and operation of the system.</p> <p>4.1 Network and Security Infrastructure</p> <p>The system shall support secure connectivity and system protection mechanisms including:</p> <ul style="list-style-type: none"> <li>-secure network access to the Finance Management System</li> <li>-integration with University network security controls</li> <li>-monitoring of system availability and connectivity</li> <li>-protection of financial data through appropriate access control mechanisms.</li> </ul> <p>4.2 Financial Operations Workstations (35 Units)</p> <p>The supplier shall provide dedicated workstations for financial operations, supporting Accounting, Budget, Cashiering, and Disbursement units. These workstations shall be used for:</p> <ul style="list-style-type: none"> <li>.financial transaction processing</li> <li>.disbursement and cheque preparation</li> <li>.financial reporting and reconciliation</li> <li>.monitoring of procurement and budget transactions</li> </ul> <p>Each workstation shall include:</p> <p>Specifications:</p> |  |
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|  | <p>.Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed</p> <p>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</p> <p>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</p> <p>.Storage: at least 1TB NVMe PCIe Gen5 SSD</p> <p>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</p> <p>.Power Protection: 1500VA Line-Interactive UPS with AVR</p> <p>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</p> <p>.With Ergonomic Office Chair</p> <p>.With Ergonomic PC Table</p> <p>4. 3 Specialized Secure MICR Printer (for Cheque Maker - 4 units)</p> <p>The supplier shall provide specialized MICR printers to support cheque printing for disbursement operations. The printers shall support:</p> <p>MICR Capability</p> <p>.printing of cheque routing and account numbers using MICR toner (iron oxide)</p> <p>.support for E-13B and CMC-7 MICR fonts</p> <p>Security Features</p> <p>.secure paper tray locks to protect blank cheque stock</p> <p>.automated alerts if non-MICR cartridges are installed</p> <p>.capability to print anti-fraud security watermarks</p> <p>System Integration</p> <p>The printers shall integrate with the Cheque Maker and Disbursement module of the UFMS.</p> <p>5.0 SERVICE LEVEL AGREEMENT AND SYSTEM PERFORMANCE</p> <p>The supplier shall provide Service Level Agreement (SLA) support covering system performance, maintenance services, and technical assistance for a</p> |  |
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|                | <p>minimum period of three (3) years.</p> <p>5.1 System Performance Requirements</p> <p>The University Finance Management System shall meet the following minimum performance standards:</p> <p>.Support at least three hundred (300) concurrent users performing financial transactions.</p> <p>.Maintain system availability of at least ninety-nine percent (99%) during operational hours, excluding scheduled maintenance.</p> <p>.Ensure system scalability to support future Smart Campus integrations and increased transaction volume.</p> <p>5.2 Helpdesk and Technical Support</p> <p>The supplier shall provide:</p> <p>.a dedicated helpdesk for reporting incidents and technical issues.</p> <p>.technical assistance through remote support and on-site support when required.</p> <p>.system monitoring and troubleshooting services.</p> <p>5.3 Incident Response and Resolution Time</p> <p>The supplier shall adhere to the following service response standards:</p> <table> <tr> <th>Severity Level</th><th>Description</th><th>Response Time</th></tr> <tr> <td>Critical</td><td>System unavailable or major functionality failure</td><td>48 hours</td></tr> <tr> <td>Low</td><td>Minor issues or enhancement requests</td><td>5 Days</td></tr> </table> <p>5.4 System Updates and Maintenance</p> <p>The supplier shall provide:</p> <p>.regular system updates and patches</p> <p>.security updates to protect financial data</p> | Severity Level | Description | Response Time | Critical | System unavailable or major functionality failure | 48 hours | Low | Minor issues or enhancement requests | 5 Days |  |
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| Severity Level | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Response Time  |             |               |          |                                                   |          |     |                                      |        |  |
| Critical       | System unavailable or major functionality failure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 48 hours       |             |               |          |                                                   |          |     |                                      |        |  |
| Low            | Minor issues or enhancement requests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5 Days         |             |               |          |                                                   |          |     |                                      |        |  |

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|  | <p>.performance tuning and system optimization</p> <p>.preventive maintenance services.</p> <p><b>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES</b></p> <p>The supplier shall deliver a fully operational University Finance Management System including software deployment, configuration, integration, training, and documentation.</p> <p><b>6.1 Project Deliverables</b></p> <p>The supplier shall deliver the following:</p> <ul style="list-style-type: none"> <li>.fully deployed UFMS platform</li> <li>.configured financial modules and workflows</li> <li>.integrated external systems and APIs</li> <li>.migrated historical financial data</li> <li>.system documentation and manuals</li> <li>.training completion for designated University personnel.</li> </ul> <p><b>6.2 Testing and Validation Deliverables</b></p> <p>The supplier shall provide the following during implementation:</p> <ul style="list-style-type: none"> <li>.system testing reports</li> <li>.integration testing results</li> <li>.performance testing results</li> <li>.User Acceptance Testing (UAT) documentation.</li> </ul> <p><b>6.3 Data Migration Deliverables</b></p> <p>The supplier shall submit:</p> <ul style="list-style-type: none"> <li>.data migration plan</li> <li>.validation and reconciliation reports</li> <li>.confirmation of successful migration of at least five (5) years of historical financial data.</li> </ul> <p><b>6.4 Documentation Deliverables</b></p> <p>The supplier shall submit the following documentation:</p> <ul style="list-style-type: none"> <li>.system architecture documentation</li> <li>.database schema documentation</li> <li>.workflow and process diagrams</li> <li>.user manuals</li> <li>.system administration manuals</li> <li>.backup and disaster recovery procedures.</li> </ul> |  |
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|  | <p>6.5 Final System Acceptance<br/>Final system acceptance shall occur after:<br/>.successful completion of system testing<br/>.successful completion of User Acceptance Testing (UAT)<br/>.verification that all required modules and integrations are operational.<br/>The University shall issue a Certificate of Final Acceptance upon confirmation that the system meets all technical and functional requirements.</p> <p>6.) UNIVERSITY LIBRARY MANAGEMENT INFORMATION SYSTEM<br/>End-User: University Library<br/>1.0 GENERAL SYSTEM REQUIREMENTS:<br/>The University Library Management Information System (ULMIS) shall be a comprehensive, webbased, and integrated platform designed to automate the management of library services, resources, and collections.<br/>The system shall support:<br/>-catalog management and bibliographic processing compliant with MARC21 standards<br/>-circulation management through Online Public Access Catalog (OPAC)<br/>-management of both physical and electronic resources<br/>-access to institutional research materials and digital resources<br/>-library analytics and reporting<br/>-secure and scalable system architecture.<br/>-maintain a comprehensive audit trail capturing all user activities including login, transactions, record updates, deletions, and administrative actions<br/>The system shall support the University's Smart Campus digital transformation initiative by integrating library operations with institutional information systems and providing digital access to</p> |
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|  | <p>library services.<br/>The system must support multi-user concurrent access, high availability, and scalable deployment.<br/>The system must be delivered with the following service and contractual requirements:</p> <p>1.1 Software Design &amp; Development</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>-Provide a web-based enterprise Library Management System accessible through standard web browsers.</li> <li>-Support multi-user access with at least 300 concurrent users.</li> <li>-Implement a modular architecture consisting of: <ul style="list-style-type: none"> <li>.Dashboard and Monitoring Module</li> <li>.Catalog Management Module</li> <li>.Item and Inventory Management Module</li> <li>.User Management Module</li> <li>.Circulation Management Module</li> <li>.Online Public Access Catalog (OPAC)</li> <li>.Digital Repository Module</li> <li>.Digital Resources Management Module</li> <li>.RFID Library Automation Module</li> <li>.Self-Service Library Kiosk Module</li> <li>.Queue Management Module</li> <li>.Reporting and Analytics Module</li> <li>.Notification System Module.</li> </ul> </li> <li>-Support Application Programming Interface (API) integration with other University information systems.</li> <li>-Ensure system scalability to support future Smart Campus modules.</li> <li>-Support at least 300 concurrent users with a response time not exceeding three (3) seconds for standard transactions</li> </ul> <p>1.2 Perpetual License Fee</p> <p>The supplier shall provide:</p> <ul style="list-style-type: none"> <li>-a perpetual enterprise license allowing the University to use the system indefinitely.</li> <li>-the license shall support unlimited internal users within the</li> </ul> |  |
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|  | <p>University.</p> <ul style="list-style-type: none"> <li>-the license shall not require recurring subscription fees except for support and maintenance services.</li> </ul> <p>1.3 Installation and Configuration Services</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>-install and deploy the system on University-approved infrastructure.</li> <li>-support deployment via on-premise servers, hybrid or cloud infrastructure.</li> <li>-configure: <ul style="list-style-type: none"> <li>user accounts and access permissions</li> <li>library circulation policies</li> <li>cataloging workflows</li> <li>RFID integration</li> <li>system security settings</li> </ul> </li> </ul> <p>1.4 User Workflow Integration</p> <p>The System shall implement workflows aligned with library operations including:</p> <ul style="list-style-type: none"> <li>-cataloging and classification of resources</li> <li>-borrowing and returning of materials</li> <li>-reservation and circulation monitoring</li> <li>-digital repository submissions</li> <li>-electronic resource access.</li> </ul> <p>The System shall support integration with:</p> <ul style="list-style-type: none"> <li>-Academic Records Information System (ARIS)--</li> <li>-Human Resource Information System (HRIS)</li> <li>-University authentication services (LDAP / Active Directory)</li> </ul> <p>Smart Campus portal.</p> <p>The System shall support Single Sign-On (SSO) authentication.</p> <p>1.5 Training and Knowledge Transfer</p> <p>The supplier shall conduct at least five (5) structured training sessions for the following user groups: librarians, library administrators, IT system administrators. faculty users, student assistants. Training materials shall include user manuals, administration</p> |  |
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|  | <p>manuals, training videos.</p> <p>1.6 Post-Implementation Documentation</p> <p>The supplier shall provide complete documentation including:</p> <ul style="list-style-type: none"> <li>-system architecture documentation</li> <li>-database schema</li> <li>-workflow diagrams</li> <li>-user manuals</li> <li>-administration manuals</li> <li>-disaster recovery procedures.</li> </ul> <p>1.7 Testing and Commissioning</p> <p>The supplier shall perform:</p> <ul style="list-style-type: none"> <li>-system testing</li> <li>-integration testing</li> <li>-performance testing</li> <li>-security testing</li> <li>-User Acceptance Testing (UAT).</li> </ul> <p>Final system acceptance shall occur only after successful completion of UAT.</p> <p>1.8 Data Migration Planning &amp; Consultancy Services</p> <p>The Supplier shall provide comprehensive data migration services to transfer existing library data from the University's current library system into the new University Library Management Information System (ULMIS). The migration process shall ensure that all relevant historical and operational data are transferred accurately while maintaining data integrity, completeness, and consistency.</p> <p>1.8.1 Scope of Data Migration</p> <p>The Supplier shall migrate all relevant data from the existing library system, including but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Bibliographic Records</li> </ol> <p>The Supplier shall migrate all bibliographic records including:</p> <ul style="list-style-type: none"> <li>.books</li> <li>.journals and periodicals</li> <li>.theses and dissertations</li> <li>.audiovisual materials</li> <li>.electronic resources.</li> </ul> <p>The migration shall preserve bibliographic metadata fields including:</p> <ul style="list-style-type: none"> <li>.title</li> </ul> |  |
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|  | <p>.author information</p> <p>.publication information</p> <p>.ISBN/ISSN</p> <p>.subject headings</p> <p>.classification numbers</p> <p>.keywords and descriptors.</p> <p>Bibliographic metadata must be converted and validated to ensure compliance with:</p> <p>.MARC21 bibliographic format</p> <p>.Dublin Core metadata schema where applicable.</p> <p>2. Item and Holdings Records</p> <p>The Supplier shall migrate item-level information associated with bibliographic records.</p> <p>The migrated item records shall include:</p> <p>.barcode identifiers</p> <p>.RFID identifiers where available</p> <p>.call numbers</p> <p>.shelf locations</p> <p>.acquisition dates</p> <p>.item status.</p> <p>3. User Accounts</p> <p>4. Circulation History</p> <p>The Supplier shall migrate circulation transaction records including:</p> <p>.borrowing transactions</p> <p>.return transactions</p> <p>.renewal records</p> <p>.reservation records</p> <p>.overdue records</p> <p>.penalty records.</p> <p>The migration shall preserve historical circulation records to allow the University to maintain complete transaction history.</p> <p>5. Digital Repository Records</p> <p>1.8.2 Data Integrity and Verification</p> <p>The Supplier shall ensure that:</p> <p>.all records are transferred accurately</p> <p>.relationships between records are preserved</p> <p>.no data is lost during migration.</p> <p>The vendor shall provide verification reports including:</p> <p>.number of records migrated</p> <p>.number of records rejected</p> <p>.validation results.</p> <p>1.8.3 Documentation and</p> |  |
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|  | <p>Deliverables</p> <p>The Supplier shall provide the following migration documentation:</p> <ul style="list-style-type: none"> <li>.Data migration plan</li> <li>.Data mapping document</li> <li>.Migration test reports</li> <li>.Data validation reports</li> <li>.Final migration report</li> </ul> <p>All documentation shall be submitted to the University prior to project acceptance.</p> <p>1.9 Project Management</p> <p>The supplier shall provide Project Management Services to oversee implementation of the Library Management System.</p> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>-assign a dedicated Project Manager--</li> <li>-submit project implementation plan and Gantt chart</li> <li>-conduct regular progress reporting</li> <li>-coordinate with the University Technical Working Group.</li> </ul> <p>1.10 Three Years (3) Support &amp; Maintenance system updates</p> <p>The supplier shall provide three (3) years warranty and technical support, including:</p> <ul style="list-style-type: none"> <li>-system updates</li> <li>-bug fixes</li> <li>-security patches</li> <li>-helpdesk support with defined SLA.</li> </ul> <p>1.11 Data Ownership and Intellectual Property Rights</p> <p>All deliverables under this project shall be owned exclusively by the University.</p> <p>This shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>.Source code</li> <li>.Database and data structures</li> <li>.System configurations and settings</li> <li>.Custom modules, enhancements, and integrations</li> <li>.application programming interfaces (APIs)</li> <li>.system and technical documentation</li> </ul> <p>The supplier shall:</p> <ul style="list-style-type: none"> <li>.provide full source code turnover</li> </ul> |  |
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|  | <p>prior to final system acceptance</p> <p>.ensure that all deliverables are free from third-party ownership restrictions, licensing limitations, or proprietary constraints that would prevent the University from using, modifying, or enhancing the system</p> <p>.grant the University full rights to use, modify, maintain, and further develop the system without requiring additional permissions or fees</p> <p>All intellectual property rights arising from the project shall be transferred to the University upon final acceptance and full payment</p> <p>No additional licensing fees shall be required for the continued use, modification, or expansion of the system.</p> <p>1.12 Smart Campus Integration and Interoperability Requirements</p> <p>The System shall be fully integrated into the University Smart Campus Architecture and shall comply with the following:</p> <p>.The System shall support centralized API-based integration through a University Enterprise Integration Layer (API Gateway / ESB).</p> <p>.The System shall expose and consume secure RESTful APIs for interoperability with all University Information Systems.</p> <p>.The System shall support real-time data synchronization using event-driven or API-based mechanisms.</p> <p>.The System shall integrate with the following core systems:</p> <ul style="list-style-type: none"> <li>-Student Information / Enrollment System</li> <li>-Finance Management System</li> <li>-Inventory Management System</li> <li>-Document Management System</li> <li>-Library Management System</li> <li>-Smart Campus Portal</li> </ul> <p>.The System shall support Single Sign-On (SSO) using centralized authentication services (LDAP, Active Directory, or OAuth-</p> |  |
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|  | <p>based).</p> <p>.The System shall log all integration transactions and maintain audit trails for cross-system data exchanges.</p> <p>.The System shall ensure data consistency, integrity, and validation across all systems.</p> <p>1.13 Centralized Clearance Integration</p> <p>The System shall integrate with a Central Clearance Management Service of the University.</p> <p>The System shall:</p> <ul style="list-style-type: none"> <li>.validate user clearance status in real time</li> <li>.report deficiencies (financial, library, property, academic, etc.)</li> <li>.prevent transactions when clearance requirements are not satisfied</li> </ul> <p>Clearance statuses shall include:</p> <ul style="list-style-type: none"> <li>.Cleared</li> <li>.With Deficiency</li> <li>.Conditionally Cleared</li> </ul> <p>The System shall synchronize clearance data with:</p> <ul style="list-style-type: none"> <li>.Finance (financial obligations)</li> <li>.Library (borrowed materials)</li> <li>.Inventory (property accountability)</li> <li>.Student Services (disciplinary, medical, etc.)</li> </ul> <p>1.14 Unified Notification and Alert Mechanism</p> <p>The System shall integrate with the University Notification Service and shall:</p> <ul style="list-style-type: none"> <li>.send real-time notifications via: <ul style="list-style-type: none"> <li>-system dashboard</li> <li>-email</li> <li>-SMS</li> </ul> </li> <li>.support configurable alerts for: <ul style="list-style-type: none"> <li>-approvals</li> <li>-deficiencies</li> <li>-transactions</li> <li>-system events</li> </ul> </li> <li>.allow role-based notification preferences</li> <li>.maintain notification logs for audit purposes</li> </ul> <p>2.0 FUNCTIONAL REQUIREMENTS</p> <p>2.1 Dashboard and Monitoring Module</p> |  |
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|  | <p>The system shall provide a role-based dashboard accessible to authorized users including librarians, administrators, and system administrators. The system shall:</p> <ul style="list-style-type: none"> <li>.Display real-time operational metrics including: <ul style="list-style-type: none"> <li>.number of items currently borrowed</li> <li>.number of overdue materials</li> <li>.active users</li> <li>.reservation statistics.</li> </ul> </li> <li>-Display analytics on: <ul style="list-style-type: none"> <li>.most searched keywords</li> <li>.most borrowed resources</li> <li>.peak library usage periods.</li> </ul> </li> <li>-Allow users to customize dashboard widgets according to role.</li> </ul> <p>Allow exporting dashboard data to PDF, Excel, CSV.</p> <p>Allow administrators to configure which indicators appear on the dashboard.</p> <h2>2.2 Catalog Management Module</h2> <p>The system shall provide tools for authorized library staff to create, edit, and manage bibliographic records.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Support bibliographic metadata using: <ul style="list-style-type: none"> <li>-MARC21 standard</li> <li>-Dublin Core schema.</li> </ul> </li> <li>.Allow authorized users to: <ul style="list-style-type: none"> <li>-create bibliographic records</li> <li>-edit bibliographic records</li> <li>-delete bibliographic records.</li> </ul> </li> <li>.Allow bulk import of bibliographic records using: <ul style="list-style-type: none"> <li>-CSV files</li> <li>-Excel files</li> <li>-MARC files.</li> </ul> </li> <li>.Provide authority control features for: <ul style="list-style-type: none"> <li>-authors</li> <li>-subjects</li> <li>-publishers.</li> </ul> </li> <li>.Allow catalogers to batch update or delete multiple records.</li> <li>.Prevent deletion of records that are linked to active circulation items.</li> <li>.Maintain version history of</li> </ul> |  |
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|  | <p>catalog record updates.</p> <p>2.3 Item and Inventory Management</p> <p>The system shall manage individual physical items associated with bibliographic records.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Create item-level records containing: <ul style="list-style-type: none"> <li>-item barcode or RFID tag</li> <li>-call number</li> <li>-shelf location</li> <li>-item status.</li> </ul> </li> <li>.Track item status including: <ul style="list-style-type: none"> <li>-available</li> <li>-checked-out</li> <li>-reserved</li> <li>-lost</li> <li>-damaged</li> <li>-under repair</li> </ul> </li> <li>.Record complete circulation history for each item.</li> <li>.Support batch processing of item check-in and check-out.</li> <li>.Support inventory audit using barcode or RFID scanning devices.</li> <li>.Generate inventory discrepancy reports.</li> </ul> <p>2.4 User Management Module</p> <p>The system shall provide tools for managing user accounts.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Allow creation of user accounts for: <ul style="list-style-type: none"> <li>-students</li> <li>-faculty</li> <li>-staff</li> <li>-alumni.</li> </ul> </li> <li>.Automatically synchronize user accounts through integration with: <ul style="list-style-type: none"> <li>-Academic Records Information System (ARIS)</li> <li>-Human Resource Information System (HRIS).</li> </ul> </li> <li>.Support Single Sign-On (SSO) integration using: <ul style="list-style-type: none"> <li>-LDAP</li> <li>-Active Directory</li> <li>-OAuth-based authentication.</li> </ul> </li> <li>.Assign user roles and permissions including: <ul style="list-style-type: none"> <li>-librarian</li> <li>-student</li> </ul> </li> </ul> |  |
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|  | <p>-faculty administrator.</p> <p>-system administrator.</p> <p>.Provide each user with a digital library card accessible via web or mobile interface.</p> <p>2.5 Circulation Management Module</p> <p>The system shall automate circulation services including borrowing and returning library materials.</p> <p>The system shall:</p> <p>.Allow authorized staff or self-service kiosks to:</p> <p>-check out items</p> <p>-check in items.</p> <p>.Allow users to renew borrowed items through:</p> <p>-OPAC</p> <p>-self-service kiosks.</p> <p>.Allow users to reserve items currently checked out.</p> <p>.Automatically update item status after each transaction.</p> <p>.Automatically compute overdue penalties based on configurable rules.</p> <p>.Generate notifications for:</p> <p>-due dates</p> <p>-overdue items</p> <p>-reservation availability.</p> <p>.Maintain a complete log of circulation transactions.</p> <p>2.6 Online Public Access Catalog (OPAC)</p> <p>The system shall provide an Online Public Access Catalog accessible to users via web browsers and mobile devices.</p> <p>The system shall allow users to search library resources using:</p> <p>.keyword</p> <p>.title</p> <p>.author</p> <p>.subject</p> <p>.call number</p> <p>.publication year.</p> <p>The system shall allow users to:</p> <p>.Filter search results by:</p> <p>-resource type</p> <p>-availability</p> <p>-publication year</p> <p>-language.</p> <p>.Save search results.</p> <p>.Create reading lists.</p> |  |
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|  | <p>.Export citations in standard formats including:</p> <ul style="list-style-type: none"> <li>-APA</li> <li>-MLA.</li> </ul> <p>.Submit interlibrary loan requests if enabled.</p> <p>2.7 Digital Repository Module</p> <p>The system shall provide a digital repository for storing and accessing institutional research outputs.</p> <p>The repository shall support:</p> <ul style="list-style-type: none"> <li>.theses</li> <li>.dissertations</li> <li>.faculty publications</li> <li>.research reports</li> <li>.multimedia resources</li> <li>.conference papers</li> <li>.institutional documents.</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Allow authorized staff to upload digital files.--</li> <li>.Allow users to search digital materials using metadata or full-text search.</li> <li>.Support controlled access to restricted research materials.</li> <li>.Record download statistics for digital items.</li> </ul> <p>2.8 Digital Resources Management Module</p> <p>The system shall manage access to licensed and subscribed electronic resources..</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.electronic books</li> <li>.electronic journals</li> <li>.online academic databases</li> <li>.open-access resources</li> <li>.multimedia learning resources</li> </ul> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Allow librarians to register electronic resources with metadata.--</li> <li>.Allow linking of electronic resources to OPAC search results.</li> <li>.Support authentication methods including:</li> </ul> <ul style="list-style-type: none"> <li>-IP authentication</li> <li>-proxy access</li> <li>-Single Sign-On.</li> </ul> <p>.Record usage statistics including:</p> <ul style="list-style-type: none"> <li>-downloads</li> </ul> |  |
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|  | <p>-views</p> <p>-user access patterns.</p> <p>2.9 Embedded Multidisciplinary E-Library Portal</p> <p>The system shall provide a unified E-Library Portal that allows users to access digital resources and institutional research materials through a single interface. The E-Library portal shall:</p> <ul style="list-style-type: none"> <li>.Provide unified search across</li> <li>-digital repository</li> <li>-electronic databases</li> <li>-OPAC resources</li> <li>.Allow users to search by</li> <li>-keyword</li> <li>-author</li> <li>-subject</li> <li>-publication year.</li> <li>.Allow viewing or downloading of digital materials based on access permissions.</li> </ul> <p>The portal shall provide:</p> <ul style="list-style-type: none"> <li>-digital reading interface</li> <li>-resource discovery tools</li> <li>-usage analytics.</li> </ul> <p>2.10 RFID Library Automation Module</p> <p>The system shall support integration with RFID hardware. The system shall:</p> <ul style="list-style-type: none"> <li>.Register RFID tags associated with library items.----</li> <li>.Allow automated check-in and check-out using RFID readers.</li> <li>.Support RFID security gates for theft detection.</li> <li>.Allow inventory scanning using handheld RFID devices.</li> <li>.Automatically update item status after RFID transactions.</li> </ul> <p>2.11 Self-Service Library Kiosk Module</p> <p>The system shall support self-service kiosks. The Self-Service Library Kiosk: Shall allow users to:</p> <ul style="list-style-type: none"> <li>.borrow materials</li> <li>.return materials</li> <li>.view borrowing history</li> <li>.check account status--</li> </ul> <p>Must be connected to the university network:</p> <ul style="list-style-type: none"> <li>.LAN connection</li> <li>.secure WiFi</li> </ul> |  |
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|  | <p>.VPN if remote access is used</p> <p>Real-time connectivity ensures instant database updates.</p> <p>Must run a specialized user interface application that allows:</p> <ul style="list-style-type: none"> <li>.login</li> <li>.scan books</li> <li>.perform transactions</li> <li>.display user information</li> </ul> <p>.This software communicates with the LMIS server.</p> <p>Must support:</p> <ul style="list-style-type: none"> <li>.student ID verification</li> <li>.role-based access</li> <li>.encrypted communication</li> <li>.transaction logging</li> </ul> <p>Must update the central LMIS database in real time.</p> <p>Must allow Library administrators to manage kiosks from the LMIS, to include:</p> <ul style="list-style-type: none"> <li>.enable/disable kiosk</li> <li>.view transaction logs</li> <li>.monitor usage</li> <li>.configure borrowing rules</li> <li>.update kiosk software</li> </ul> <p>Must include security considerations such as:</p> <ul style="list-style-type: none"> <li>.auto logout after inactivity</li> <li>.secure user authentication</li> <li>.restricted operating system access</li> <li>.anti-tampering hardware</li> <li>.transaction audit logs</li> </ul> <p>The system shall utilize the self-service kiosks specified under Section 4.0.</p> <p>2.12 Interactive Library Resource Locator</p> <p>The system shall support an interactive library map that assists users in locating materials.</p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>.Display the physical layout of the library.--</li> <li>.Show shelf locations for selected resources.</li> <li>.Indicate real-time availability of materials.</li> <li>.Allow users to search for items and display navigation guidance.</li> </ul> <p>The library shall include an interactive digital board for locating resources.</p> <p>Minimum specifications:</p> |  |
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|  | <p>.55-inch interactive display<br/>         .touchscreen capability<br/>         .4K resolution<br/>         .integrated library floor map<br/>         .wall-mounted installation.</p> <p>2.13 Queue Management System<br/>         The system shall manage queues for library services. The system shall:<br/>         .Issue digital queue numbers.<br/>         .Display queue status on display screens.<br/>         .Allow librarians to call queue numbers through a service interface.<br/>         .Provide analytics on queue waiting times and service efficiency.</p> <p>2.14 Reporting and Analytics Module<br/>         The system shall provide a reporting module capable of generating operational and statistical reports. The system shall generate reports including:<br/>         .circulation statistics<br/>         .most borrowed materials<br/>         .collection usage statistics<br/>         .acquisition reports<br/>         .user activity statistics<br/>         .digital resource usage.<br/>         The system shall:<br/>         .Allow filtering of reports by date range, user category, and material type.<br/>         .Provide graphical visualizations including charts and graphs.--<br/>         .Allow scheduled report generation.<br/>         .Allow export of reports in PDF, Excel, CSV</p> <p>2.15 Notification System<br/>         The system shall support automated notifications to library users and administrators through multiple communication channels.<br/>         The system shall support the following notification channels:<br/>         .email notifications<br/>         .SMS notifications<br/>         .in-system alerts.<br/>         The system shall generate notifications for the following</p> |  |
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|  | <p>events:<br/> .item due date reminders<br/> .overdue item alerts<br/> .reservation availability<br/> notifications<br/> .account updates<br/> .system announcements.<br/> Authorized administrators shall be able to configure notification templates and schedules. The system shall maintain a log of all notifications sent for auditing and monitoring purposes.</p> <p><b>3.0 ENTERPRISE BACKUP AND DISASTER RECOVERY REQUIREMENTS</b></p> <p>The University Library Management Information System shall implement enterprise-level data protection mechanisms to ensure the integrity, security, and availability of library data, digital resources, and transaction records.</p> <p>The system shall support automated backup and disaster recovery mechanisms to protect library collections, bibliographic records, digital repository content, and user transaction data. The System shall:</p> <ul style="list-style-type: none"> <li>-implement automated backup mechanisms for system databases and digital repository records.</li> <li>-support daily incremental backups and weekly full system backups of the library database and digital repository.</li> <li>-allow backup copies to be stored in secure secondary storage locations or backup servers.</li> <li>-support backup of the following critical system components: <ul style="list-style-type: none"> <li>.bibliographic records</li> <li>.item and holdings records</li> <li>.circulation transactions</li> <li>.user account information</li> <li>.digital repository files</li> <li>.system configuration settings.</li> </ul> </li> <li>-support system restoration procedures to recover data in case of system failure, data corruption, or hardware</li> </ul> |  |
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|  | <p>malfunction.</p> <ul style="list-style-type: none"> <li>-maintain data integrity verification mechanisms to ensure that backup files are complete and recoverable.</li> <li>-support disaster recovery procedures that allow restoration of system services within an acceptable recovery time after system failure.</li> <li>-ensure that backup and recovery processes comply with the University's information security policies and the Data Privacy Act of 2012 (RA 10173).</li> <li>-support secure storage and protection of backup files to prevent unauthorized access, alteration, or loss of sensitive information.</li> </ul> <p><b>4.0 ICT INFRASTRUCTURE, EQUIPMENT, AND SMART LIBRARY FACILITIES</b></p> <p>The supplier shall provide all necessary ICT infrastructure, equipment, smart library facilities, and related installation works required for the full implementation of the University Library Management Information System. All equipment shall be brand-new, unused, and of current production models.</p> <p><b>4.1 High-End Multimedia Workstations (20 Units)</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>.Processor: minimum 16 cores and 24 threads, at least 3.0 GHz Base clock speed</li> <li>.Graphics Processing Unit (GPU): at least 8GB Graphics (GPU)</li> <li>.Memory: at least RAM 64GB DDR5 6000MT/s (Dual Channel)</li> <li>.Storage: at least 1TB NVMe PCIe Gen5 SSD</li> <li>.Display: at least 32" 4K IPS Panel or equivalent professional display suitable for document digitization and image viewing</li> <li>.Power Protection: 1500VA Line-Interactive UPS with AVR</li> <li>.Accessories: Ergonomic mechanical keyboard, high-precision optical mouse</li> </ul> |  |
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|  | <p>.With Ergonomic Office Chair<br/>         .With Ergonomic PC Table</p> <p>4.2 Collaborative Study Pods (2 Units)<br/>         Each study pod shall include:<br/>         .U-shaped modular seating arrangement<br/>         .center table suitable for laptop use<br/>         .provision for mounting a 55-inch display monitor<br/>         .integrated power outlets and USB charging ports.<br/>         The furniture materials shall be:<br/>         .commercial-grade upholstery<br/>         .high-density foam cushioning<br/>         .reinforced steel or hardwood frame.</p> <p>Please see attached for Figure 1:<br/>         Pods U-shaped</p> <p>4.3 Acoustic Study Pods (3 Units)<br/>         The supplier shall provide three (3) acoustic study pods designed for individual study or virtual meetings.<br/>         Each pod shall include:<br/>         .sound-insulated panels<br/>         .integrated ventilation system<br/>         .LED lighting<br/>         .desk surface for laptop use<br/>         .electrical outlets and USB charging ports<br/>         The acoustic insulation shall reduce ambient noise levels for private study activities<br/>         Please see attached for Figure 2:<br/>         3pods Acoustic Study Pods</p> <p>4.4 Smart Study Carrels (15 Units)<br/>         The supplier shall provide fifteen (15) smart study carrels.<br/>         Each carrel shall include:<br/>         .individual desk workspace<br/>         .integrated LED lighting<br/>         .built-in electrical outlets<br/>         .wireless charging capability<br/>         .ergonomic seating.<br/>         The study carrels shall support extended individual study sessions<br/>         Please see attached for Figure 3:<br/>         Smart Carrels</p> <p>4.5 Library Social Lounge Area<br/>         The supplier shall provide one (1) modular lounge seating set</p> |  |
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|  | <p>designed for flexible library activities including group discussions and informal learning.</p> <p>The furniture shall allow rearrangement of seating configurations to support library events and collaborative learning activities</p> <p>Please see attached for Figure 4: High-End Multimedia Workstations (20 Units) With Chair and Table</p> <p>4.6 Self-Service Library Kiosk (2 Units)</p> <p>The supplier shall provide self-service library kiosks designed to support automated borrowing, returning, and user account access integrated with the University Library Management Information System (ULMIS). Each kiosk shall include the following minimum specifications:</p> <p>.Display:</p> <ul style="list-style-type: none"> <li>-minimum 21-24-inch industrial-grade touchscreen display</li> <li>-multi-touch capability</li> </ul> <p>.Processing Unit: embedded computer or mini-PC capable of running kiosk application software</p> <p>.Scanning Devices:</p> <ul style="list-style-type: none"> <li>-integrated barcode scanner and/or RFID reader</li> <li>-capable of reading library materials and user IDs</li> </ul> <p>.Printer: built-in thermal receipt printer for transaction slips</p> <p>.Connectivity:</p> <ul style="list-style-type: none"> <li>-LAN and/or secure WiFi connectivity</li> <li>-real-time synchronization with the LMIS database</li> </ul> <p>.Security Features:</p> <ul style="list-style-type: none"> <li>-secure user authentication</li> <li>-encrypted communication</li> <li>-auto logout after inactivity</li> <li>-tamper-resistant enclosure</li> </ul> <p>.Power Protection: with appropriate Uninterruptible Power Supply (UPS)</p> <p>.Physical Structure: durable, commercial-grade kiosk enclosure suitable for continuous</p> |  |
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| public use                                                                                                                                                                                                                                         |  |
| 4.7 RFID Library Automation System                                                                                                                                                                                                                 |  |
| The supplier shall provide a complete RFID Library Automation System fully integrated with the University Library Management Information System (ULMIS) to support efficient circulation, inventory management, and security of library materials. |  |
| The RFID system shall include the following components:                                                                                                                                                                                            |  |
| 4.7.1 RFID Tags                                                                                                                                                                                                                                    |  |
| .RFID tags for library materials (books and other resources)                                                                                                                                                                                       |  |
| .compatible with international library RFID standards                                                                                                                                                                                              |  |
| .durable and suitable for long-term use                                                                                                                                                                                                            |  |
| 4.7.2 RFID Staff Workstation Readers                                                                                                                                                                                                               |  |
| .desktop RFID readers for circulation desk operations                                                                                                                                                                                              |  |
| .capable of reading multiple items simultaneously                                                                                                                                                                                                  |  |
| .integrated with the LMIS circulation module                                                                                                                                                                                                       |  |
| 4.7.3 RFID Self-Service Integration                                                                                                                                                                                                                |  |
| .RFID-enabled integration with self-service kiosks                                                                                                                                                                                                 |  |
| .supports automated borrowing and returning transactions                                                                                                                                                                                           |  |
| 4.7.4 RFID Security Gates                                                                                                                                                                                                                          |  |
| .anti-theft detection gates installed at library exits                                                                                                                                                                                             |  |
| .real-time alarm for unauthorized removal of materials                                                                                                                                                                                             |  |
| .compatible with RFID tags used in the system                                                                                                                                                                                                      |  |
| 4.7.5 Handheld RFID Readers                                                                                                                                                                                                                        |  |
| .portable RFID scanners for inventory and shelf management                                                                                                                                                                                         |  |
| .capable of rapid scanning of multiple items                                                                                                                                                                                                       |  |
| .supports inventory audit and discrepancy detection                                                                                                                                                                                                |  |
| 4.7.6 RFID System Integration                                                                                                                                                                                                                      |  |
| .full integration with the Library Management Information System                                                                                                                                                                                   |  |
| .automatic updating of item status during RFID transactions                                                                                                                                                                                        |  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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|  | <p>.support real-time synchronization with the central database</p> <p>4.8 Interactive Library Resource Locator Display (1 Unit)</p> <p>The supplier shall provide an interactive digital display system designed to assist users in locating library resources through an integrated visual navigation interface connected to the University Library Management Information System (ULMIS). The system shall include both hardware and software components for real-time resource location and navigation. Each unit shall have the following minimum specifications:</p> <p>.Display:</p> <ul style="list-style-type: none"> <li>-minimum 55-inch commercial-grade interactive touchscreen display</li> <li>-multi-touch capability (minimum 10 touch points)</li> <li>-4K Ultra HD resolution</li> <li>-high brightness suitable for continuous indoor public use</li> </ul> <p>.Processing Unit:</p> <ul style="list-style-type: none"> <li>-embedded computer or mini-PC capable of running interactive mapping software</li> </ul> <p>.Software Integration:</p> <ul style="list-style-type: none"> <li>-fully integrated with the OPAC and inventory system --</li> <li>-capable of displaying real-time item availability and shelf location</li> <li>-supports search by title, author, subject, and keyword</li> </ul> <p>.Mounting and Installation:</p> <ul style="list-style-type: none"> <li>-wall-mounted or floor-standing installation</li> <li>-secure and tamper-resistant mounting structure</li> </ul> <p>.Connectivity:</p> <ul style="list-style-type: none"> <li>-LAN and/or secure WiFi connectivity</li> <li>-real-time synchronization with the LMIS database</li> </ul> <p>.Power Protection: with appropriate Uninterruptible Power Supply (UPS)</p> <p>.Physical Design: commercial-grade enclosure suitable for continuous public use</p> |  |
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|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
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|  | <p>4.9 ICT-ENABLING INFRASTRUCTURE AND INTERIOR WORKS</p> <p>.The supplier shall perform limited interior and infrastructure works necessary for the installation, deployment, and operation of the University Library Smart Campus systems, including digital learning spaces, multimedia workstations, and smart study areas.</p> <p>.These works shall be considered incidental to the implementation of the University Library Management Information System and Smart Library facilities.</p> <p>.The works shall be limited to modifications required to support ICT infrastructure, electrical systems, and smart learning environments.</p> <p>4.9.1 Site Preparation</p> <p>The supplier shall perform necessary site preparation works including:</p> <p>.removal of existing partitions and obsolete fixtures</p> <p>.floor surface preparation and debris disposal</p> <p>.preparation of designated areas for smart study spaces and multimedia workstations.</p> <p>4.9.2 Electrical and Data Infrastructure</p> <p>The supplier shall install electrical and network infrastructure necessary to support the Smart Library system.</p> <p>The works shall include:</p> <p>.structured data cabling (Cat6/Cat7)</p> <p>.electrical outlets for multimedia workstations and kiosks</p> <p>.network access points</p> <p>.electrical supply for servers and digital equipment.</p> <p>4.9.3 Interior Acoustic Improvements</p> <p>The supplier shall provide acoustic interior improvements required to support multimedia learning spaces.</p> <p>The works may include:</p> <p>.acoustic flooring materials</p> |  |
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|  | <p>.acoustic wall panels or partitions<br/> .sound-tempered glass partitions for multimedia rooms.<br/> These improvements shall enhance the usability of the Smart Study Spaces and multimedia facilities.</p> <p>4.9.4 Environmental and Cooling Requirements<br/> The supplier shall ensure adequate environmental conditions for ICT equipment including:</p> <ul style="list-style-type: none"> <li>.ventilation improvements</li> <li>.cooling provisions for multimedia workstations</li> <li>.temperature control for server equipment where applicable.</li> </ul> <p>5.0 SERVICE LEVEL AGREEMENT (SLA) AND SYSTEM PERFORMANCE REQUIREMENTS<br/> The supplier shall provide a Service Level Agreement (SLA) that defines system performance standards, maintenance obligations, and technical support commitments for the University Library Management Information System.</p> <p>5.1 System Performance Standards<br/> The system shall meet the following performance requirements:</p> <ul style="list-style-type: none"> <li>.support at least 300 concurrent users</li> <li>.process standard transactions within three (3) seconds</li> <li>.provide high availability for library operations</li> <li>.ensure real-time database updates for circulation transactions and self-service kiosks.</li> </ul> <p>5.2 System Availability<br/> The system shall maintain 99% system availability excluding scheduled maintenance periods. Scheduled maintenance activities shall be coordinated with the University Library and IT Office.</p> <p>5.3 Technical Support and Maintenance<br/> The supplier shall provide three</p> |  |
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|          | <p>(3) years of support and maintenance including:</p> <ul style="list-style-type: none"> <li>.software updates</li> <li>.security patches</li> <li>.bug fixes</li> <li>.system performance optimization</li> <li>.technical troubleshooting assistance.</li> </ul> <p>5.4 Incident Response and Resolution</p> <p>The supplier shall comply with the following incident response targets:</p> <table> <tr> <th>Severity</th><th>Description</th><th>Response Time</th></tr> <tr> <td>High</td><td>Core module failure</td><td>&lt; 48 hours</td></tr> <tr> <td>Medium</td><td>Non-critical system</td><td>&lt; 5 business day issue</td></tr> </table> <p>5.5 Backup and Disaster Recovery</p> <p>The system shall support:</p> <ul style="list-style-type: none"> <li>.daily incremental backups</li> <li>.restoration of bibliographic records, digital repository content, and user transactions.</li> <li>.weekly full system backups</li> </ul> <p>Backup procedures shall cover:</p> <ul style="list-style-type: none"> <li>.bibliographic records</li> <li>.user accounts</li> <li>.circulation transactions</li> <li>.digital repository files.</li> </ul> <p>All backup procedures shall comply with RA 10173 Data Privacy Act.</p> <p>6.0 SYSTEM ACCEPTANCE AND DELIVERABLES</p> <p>The system shall undergo formal testing and acceptance prior to full operational deployment.</p> <p>6.1 Testing Requirements</p> <p>The supplier shall conduct the following testing activities:</p> <ul style="list-style-type: none"> <li>.functional testing</li> <li>.integration testing</li> <li>.performance testing</li> <li>.security testing</li> <li>.User Acceptance Testing (UAT).</li> </ul> <p>6.2 User Acceptance Testing (UAT)</p> <p>The University Technical Working Group (TWG) shall conduct User Acceptance Testing to verify compliance with all functional and</p> | Severity               | Description | Response Time | High | Core module failure | < 48 hours | Medium | Non-critical system | < 5 business day issue |  |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------|---------------|------|---------------------|------------|--------|---------------------|------------------------|--|
| Severity | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Response Time          |             |               |      |                     |            |        |                     |                        |  |
| High     | Core module failure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | < 48 hours             |             |               |      |                     |            |        |                     |                        |  |
| Medium   | Non-critical system                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | < 5 business day issue |             |               |      |                     |            |        |                     |                        |  |

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|  | <p>technical requirements.<br/> The supplier shall provide testing documentation including:<br/> .test plan.<br/> .test cases<br/> .test results.</p> <p>6.3 System Acceptance Criteria<br/> The University shall accept the system upon:<br/> .successful completion of UAT<br/> .validation of system performance requirements<br/> .verification of all functional modules<br/> .successful data migration.</p> <p>6.4 Project Deliverables<br/> The supplier shall deliver the following:<br/> .fully operational University Library Management Information System<br/> .RFID library automation infrastructure<br/> .server and storage infrastructure<br/> .digital repository and e-library platform<br/> .system documentation and user manuals<br/> .training materials<br/> .data migration reports<br/> .final implementation report</p> |  |
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## ***Section VIII. Philippine Bidding Document Related Forms***

### **Notes to the Philippine Bidding Document Related Forms**

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with ITB Clause 13 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring Entity, pursuant to ITB Clause 16.

The **Contract Form** should incorporate any correction or modification to the accepted Bid resulting from price corrections when it is finalized at the time of contract award. The Price Schedule and Schedule of Requirements which form part of the contract should be modified accordingly.

The **Omnibus Sworn Statement** must be completed by all Bidders in accordance with ITB Clause 4.2. Failure to submit it with the Bid shall result in the rejection of the Bid and the Bidder's disqualification.

The **Performance Securing Declaration, if allowed and Bank Guarantee Form for Advance Payment** shall be completed only by the successful Bidder in accordance with one of the forms indicated herein by the Procuring Entity, and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

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## **Bid Form for Procurement of Goods**

***[Note: The duly accomplished form shall be submitted with the Bid]***

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### **BID FORM**

Project Identification No.: *[Insert number]*

To: *[Name of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project *[Project Title]*;
- b) Select one, delete the other
  - I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;
  - I/We offer to execute the Works for this Contract in accordance with the PBD;
- c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*
- d) The discounts offered and the methodology for their application, if any, are: *[insert information]*; or indicate N/A if no discount offered
- e) The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the *[Select one, delete the other: the Price Schedules/ Detailed Estimates]*.
- f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;
- g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*

*[Position/Designation]*

*[Date]*

## Price Schedule for Goods

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_. Page \_\_ of \_\_\_\_\_

### Pricing Details for Goods Offered from Within the Philippines

| 1    | 2           | 3                                                               | 4        | 5                       | 6                                                                   | 7                                                              | 8                                                    | 9                                   | 10                                                        |
|------|-------------|-----------------------------------------------------------------|----------|-------------------------|---------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------|-------------------------------------|-----------------------------------------------------------|
| Item | Description | Source of Domestic Product, as certified by the Relevant Agency | Quantity | Unit price exw per item | Transportation and all other costs incidental to delivery, per item | Sales and other taxes payable if Contract is awarded, per item | Cost of Incidental Services, if applicable, per item | Total Price, per unit (col 5+6+7+8) | Total Price delivered Final Destination (col 9) x (col 4) |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |
|      |             |                                                                 |          |                         |                                                                     |                                                                |                                                      |                                     |                                                           |

### Summary of Bid Prices

*The Procuring Entity may modify the table below as necessary to comply with the requirements of the Procurement Project.*

| 1        | 2    | 3                         | 4            |
|----------|------|---------------------------|--------------|
| Item No. | Item | Particulars / Description | Total Amount |
|          |      |                           |              |
|          |      |                           |              |
|          |      |                           |              |

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Price Schedule for Goods

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_. Page \_ of \_\_\_\_\_

### Pricing Details for Goods Offered from Abroad

| 1    | 2           | 3                 | 4        | 5                                                                                                             | 6                                            | 7                                      | 8                                    | 9                                     |
|------|-------------|-------------------|----------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------|--------------------------------------|---------------------------------------|
| Item | Description | Country of origin | Quantity | Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination) | Total CIF or CIP price per item (col. 4 x 5) | Unit Price Delivered Duty Unpaid (DDU) | Unit price Delivered Duty Paid (DDP) | Total Price delivered DDP (col 4 x 8) |
|      |             |                   |          |                                                                                                               |                                              |                                        |                                      |                                       |
|      |             |                   |          |                                                                                                               |                                              |                                        |                                      |                                       |
|      |             |                   |          |                                                                                                               |                                              |                                        |                                      |                                       |
|      |             |                   |          |                                                                                                               |                                              |                                        |                                      |                                       |
|      |             |                   |          |                                                                                                               |                                              |                                        |                                      |                                       |
|      |             |                   |          |                                                                                                               |                                              |                                        |                                      |                                       |
|      |             |                   |          |                                                                                                               |                                              |                                        |                                      |                                       |

### Summary of Bid Prices

*The Procuring Entity may modify the table below as necessary to comply with the requirements of a specific Project.*

| 1        | 2    | 3                         | 4            |
|----------|------|---------------------------|--------------|
| Item No. | Item | Particulars / Description | Total Amount |
|          |      |                           |              |
|          |      |                           |              |
|          |      |                           |              |
|          |      |                           |              |

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Contract Form

***[Note: The duly accomplished form is not required to be submitted with the Bid but shall be submitted within ten (10) days after receiving the Notice of Award]***

---

### CONTRACT FOR [Insert Project Title]

This CONTRACT executed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between:

*[Name of Procuring Entity]*, a government agency of the Republic of the Philippines, hereinafter called "the Entity";

-and-

*[Name of Supplier /Contractor/ Consultant]* a company duly organized and existing under the laws of [city and country], with principal office at [insert address], hereinafter called "the Supplier".

WHEREAS, the Entity invited Bids for certain goods and services/works/consulting services, particularly *[Brief description of Project]*;

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of *[Contract price in words and figures, including currency]*, hereinafter referred to as the "Contract Price."

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

1. Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.
2. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, viz.:
  - a. Philippine Bidding Document (PBD); *[Select one, delete the others]*
    - *For Procurement of Goods*
      - i. Invitation to Bid;
      - ii. Instruction to Bidders;
      - iii. Bid Form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
      - iv. Bid Data Sheet;
      - v. Schedule of Requirements;
      - vi. Technical Specifications;
      - vii. General and Special Conditions of Contract;
      - viii. Supplemental Bid Bulletins, if any; and

- ix. Other contract documents that may be required by existing laws and/or the Entity.
- *For Procurement of Infrastructure Projects*
    - i. Drawings/Plans;
    - ii. Specifications;/Scope of Work;
    - iii. Bill of Quantities;
    - iv. General and Special Conditions of Contract; and
    - v. Supplemental Bid Bulletins, if any;
  - *For Procurement of Consulting Services*
    - i. General and Special Conditions of Contract;
    - ii. Terms of Reference;
    - iii. Request for Expression of Interest;
    - iv. Instructions to Bidders;
    - v. Bid Data Sheet;
    - vi. Addenda and/or Supplemental/Bid Bulletins, if any;
    - vii. Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/ statements submitted (e.g., bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
    - viii. Eligibility requirements, documents and/or statements;
    - ix. Performance Security;
    - x. Notice of Award of Contract and the Bidder's *conforme* thereto; and
    - xi. Other contract documents that may be required by existing laws and/or the Entity.
- b. Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - c. Performance Security;
  - d. Notice of Award of Contract; and the Bidder's *Conforme* thereto; and
  - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.
3. In consideration of the Contract Price of [*Contract Price in words and figures*], or such other sums as may be determined in accordance with the terms of the Contract, the Supplier/Contractor/Consultant agrees to deliver and perform the items and related services for the [*Project Title*] described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.
  4. The [*Name of the Procuring Entity*] agrees to pay the above-mentioned sum to the Supplier/Contractor/Consultant in accordance with the schedule and manner provided in the Bidding Documents and its annexes.
  5. Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the

applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*For the Procuring Entity*

Head of the Procuring Entity or Duly  
Authorized Representative

*For the Bidder*

Duly authorized to sign the Contract for and  
behalf of *[Bidders Name]*:

*[Signature over Printed Name]*  
*[Position/Designation]*  
*[Date]*

*[Signature over Printed Name]*  
*[Position/Designation]*  
*[Date]*

*Signed in the presence of:*

*[Name and Signature]*  
*Witness – Procuring Entity*

*[Name and Signature]*  
*Witness- Supplier*

#### ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the \_\_\_\_\_, City/Province of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of \_\_\_\_\_ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. \_\_\_\_\_  
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 \_\_\_\_\_

## Omnibus Sworn Statement Form

**[Note: The duly accomplished form shall be submitted with the Bid]**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the others:**

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. **Select one, delete the others:**

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;
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 others:*
  - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

*Select one, delete the rest:*

- *In case of corporations:* *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
  - *In case of Foreign Bidders:* *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. *[Name of Bidder]* complies with existing labor laws and standards; and
9. *[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 *[Project Title]*.
10. *[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.
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*

*[Position/Designation]*

*[Date]*

#### JURAT

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. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of *[month]* *[year]*.

#### NAME OF NOTARY PUBLIC

Notarial Commission No. \_\_\_\_\_

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 \_\_\_\_\_.

## Bid Securing Declaration Form

*[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### BID SECURING DECLARATION

Project Identification No.: [Number]

To: *[Insert name of the Procuring Entity]*

I/We, the undersigned, declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration;

*[Insert paragraph for Unsolicited Offer with Bid Matching]*

I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

- 2) Select one, delete the other:

- I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c), of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

*(For Unsolicited Offer with Bid Matching)*

- I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense without prejudice to other legal action the government may undertake.

- 3) I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

- a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
- b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

*[Insert this paragraph for Unsolicited Offer with Bid Matching]*

- b) Upon contract award and the LCCRB is not the original offeror; or
- c) I am/we are declared the bidder with the *[Insert Award Criterion<sup>1</sup>]* and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*

*[Position/Designation]*

*[Date]*

#### JURAT

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. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

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Republic of the Philippines



Government Procurement Policy Board