

DEPARTMENT OF FINANCE

**Procurement of a
consultancy services for the
business intelligence
solutions development
for the
Asset Information Management Program
(AIMP)**

PART I

**July 2015
ITB NO. 2015-6-C**

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SECTION I. REQUEST FOR EXPRESSION OF INTEREST

**REQUEST FOR EXPRESSION OF INTEREST FOR THE
PROCUREMENT OF A CONSULTANCY SERVICES FOR THE BUSINESS INTELLIGENCE
SOLUTIONS DEVELOPMENT FOR THE ASSET INFORMATION MANAGEMENT
PROGRAM (AIMP)**

1. The Government of the Philippines through the Department of Finance (hereinafter referred to as “DOF” or the “Procuring Entity”), has received a Grant (hereinafter called “funds”) from the Asset Information Management Program (AIMP). The DOF intends to apply a portion of the funds in the amount of Fifteen Million Eight Hundred Thousand Pesos (Php15,800,000.00), being the Approved Budget for the Contract (ABC), to eligible payments under the contract for *Consultancy Services for the Business Intelligence Solutions Development* (hereinafter referred to as the “Project”). Bids received in excess of Fifteen Million Eight Hundred Thousand Pesos (Php15,800,000.00) shall be automatically rejected at the opening of the financial proposals.

2. The Procuring Entity’s Special Bids and Awards Committee (SBAC) now calls for the submission of eligibility documents for the procurement of consulting services for the Project. Interested consultants must submit their eligibility documents on or before August 3, 2015, 9:45 am at the SBAC Secretariat, 7th Floor EDPC Building, BSP Complex, Roxas Blvd., Malate, Manila. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. The SBAC shall draw up the short list of consultants from those who have submitted eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act No. 9184 (R.A. No. 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of at least one (1) prospective bidder who will be entitled to submit bids. The criteria and rating system for short listing are:

I.	Applicable Experience	– 30%
II.	Quality of Personnel to be Assigned	– 40%
III.	Capacity to Execute the Consultancy Project	– 30%
Total		– 100%

The passing score is seventy percent (70%).

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of R.A. No. 9184.

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.

5. The Procuring Entity shall evaluate bids using the Quality Based Evaluation/Selection (QBE/QBS) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
6. The contract shall be completed within a period of nine (9) months from issuance of Notice to Proceed.
7. The Procuring Entity reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Ms. Lilia R. Tan, Tel No. 526-84-75 / ltan@dof.gov.ph

GIL S. BELTRAN
Undersecretary and Chairman
Special Bids and Awards Committee

SECTION II. ELIGIBILITY DOCUMENTS

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/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 of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof 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).
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.
- 1.4. Government corporate entities 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 dependent agencies of the Government of the Philippines (GOP) or the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of Prospective Bidders:

(a) **Class “A” Documents –**

Legal Documents

- (i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the Prospective Bidder is located;
- (iii) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Documents

- (i) Statement of the Prospective Bidder of all its ongoing and completed 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, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (i.1) the name and location of the contract;
 - (i.2) date of award of the contract;
 - (i.3) type and brief description of consulting services;
 - (i.4) the Prospective Bidder’s role (whether main consultant, subcontractor, or partner in a joint venture (JV))
 - (i.5) amount of contract;
 - (i.6) contract duration; and
 - (i.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (ii) Statement of the prospective bidder specifying its nationality and confirming that those who will actually perform the Consulting Services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.

Financial Document

- (iii) The consultant’s audited financial statements, showing, among others, the consultant’s total and current assets

and liabilities, stamped "RECEIVED" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) **Class "B" Document –**

Valid JVA, in case a JV is already in existence. In the absence of a JVA, duly notarized statements from all the potential JV partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the JV shall submit the legal eligibility documents. The submission of technical and financial documents by any of the JV partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
- 2.4. Prospective bidders may obtain a full range of expertise by associating with individual(s) and/or other entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed bidder. Foreign consultants shall seek the participation of Filipino consultants by entering into a JV with, or subcontracting part of the project to, Filipino consultants.
- 2.5. If a prospective bidder has previously secured a certification from the BAC to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.

- 3.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Prospective Bidder.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Prospective Bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Unless otherwise indicated in the **EDS**, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy of shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in indelible ink and shall be signed by the Prospective Bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Prospective Bidder in capital letters;
 - (c) be addressed to the BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared "LATE" and shall not be accepted by the Procuring Entity.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter, which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The Procuring Entity's BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no

representative is present, the eligibility documents shall be returned unopened by registered mail.

- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. The eligibility of each prospective bidder shall be determined by examining each bidder’s eligibility requirements or statements against a checklist of requirements, using non-discretionary “pass/fail” criterion, as stated in the Request for Expression of Interest, and shall be determined as either “eligible” or “ineligible.” If a prospective bidder submits the specific eligibility document required, he shall be rated “passed” for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered “failed” for the particular eligibility requirement concerned. If a prospective bidder is rated “passed” for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

SECTION III. ELIGIBILITY DATA SHEET

ELIGIBILITY DATA SHEET

Eligibility Documents	
1.2	<p>The Consultancy Services shall involve the following types of consulting services:</p> <p>(1) Inception report;</p> <p>(2) Creation of data models, BI expert interpretation and conversion;</p> <p>(3) Build, design, develop business intelligence solution based on the generated tax models of the Tax Consultant;</p> <p>(4) Workflow diagram, reporting and user acceptance test; and</p> <p>(5) Training requirements, technical briefings, knowledge transfer and documentations.</p> <p>The Consulting Services will involve the practice of the following professions:</p> <p>(1) Project Management;</p> <p>(2) BI Expert Services; and</p> <p>(3) BI Model Trainings</p>
1.3	No further instructions.
(i)	No additional requirements.
0	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last three (3) years (CY 2013– 2015) prior to the deadline for the submission and receipt of eligibility documents.
(i.7)	<p>Proof of completed government and private contracts must be submitted:</p> <p>(1) Certificate of completion, or satisfactory performance from the client and/or official receipt; and</p> <p>(2) Contract/agreement.</p>
<u>4.1</u>	No further instructions.
0	Each Prospective Bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(c)	DOF Special Bids and Awards Committee.
4.3(d)	No further instructions
5	<p>The address for submission of eligibility documents is SBAC Secretariat c/o General Services Division, 7th Floor EDPC Building, BSP Complex, Roxas Blvd., Malate, Manila</p> <p>The deadline for submission of eligibility documents is August 3, 2015 at 9:45 am</p>
0	<p>The place of opening of eligibility documents is DFG Conference Room, 4th Floor DOF Bldg.</p> <p>The date and time of opening of eligibility documents is August 3, 2015 at 10:00 am.</p>

0	No further instructions.
0	Please refer to the attached form.

CRITERIA FOR SHORT LISTING PROSPECTIVE BIDDERS

NAME OF PROSPECTIVE BIDDER _____

CRITERIA	WEIGHT
I. APPLICABLE EXPERIENCE OF THE FIRM	30%
• Number of Years Experience in Consulting Services	10%
• Number of Completed ICT Similar Projects	10%
• Number of Completed ICT Projects	10%
II. QUALITY OF PERSONNEL TO BE ASSIGNED	40%
• PM must have at least five (5) years experience in managing ICT	10%
• PM Education and Training <ul style="list-style-type: none"> ○ Highest Education Level - Masterals/Doctorate/PRC License (5%) ○ Number of skills trainings (5%) 	10%
• BI Expert must have at least three (3) years experience in developing Data Models and Data Analytics	10%
• PMP Certification or any Project Management Certification equivalent	5%
• PM Experience <ul style="list-style-type: none"> ○ at least three (3) managed and completed projects 	5%
III. CAPACITY TO EXECUTE THE PROJECT	30 %
• Over-all capacity of the consultant engaged in technical documentation, systems and project planning, facilitation, coordination, consultation, formulation and capacity building skills of similar or relative to the objective and Terms of Reference of the Asset Information Management Program.	10%
• Number of completed Business Intelligence or Data Modelling Solutions	10%
• Delivered at least three (3) Data Modelling Trainings	10%
Total	100%
Passing Score	70%

SECTION IV. PROSPECTIVE BIDDER'S SHORT LISTING FORM

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR CONSULTANCY SERVICES

LEGAL DOCUMENTS

- Copy of the duly signed letter of application signed by the authorized party;
- Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents;
- Valid and current Mayor's permit issued by the city or municipality where the principal place of business of the Prospective Bidder is located.
- Tax Clearance

TECHNICAL DOCUMENTS

- Statement of the Prospective Bidder of all its ongoing and completed 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, within the relevant period as provided in the Bidding Documents.
- Statement of the Prospective Bidder specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.

FINANCIAL DOCUMENT

- The Prospective Bidder's audited financial statements, showing among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.

LETTER OF INTENT AND APPLICATION FOR ELIGIBILITY

(Date of Issuance)

HON. CARLO A. CARAG
Department of Finance
Roxas Blvd., Malate, Manila

Attention : The Chairman
Special Bids and Awards Committee

Dear Sir / Madame:

In response to the Request for Expression of Interest for the Consultancy Services for the Business Intelligence Solutions Development for the Asset Information Management Program (AIMP) of the Department of Finance which appeared at the (name of newspaper or website or G-EPS) on (date of advertising / posting), we would like to express our intention to apply for eligibility to participate in the said bidding.

If found eligible and subsequently short listed, we commit to purchase the bid documents for the said project and to submit a bid.

In this regard, we would like to purchase the set of eligibility forms for the project.

Very truly yours,

Name of Representative of the Prospective Bidder
Position
Name of Prospective Bidder

Received by the SBAC:

Date: _____

STATEMENT OF ONGOING PROJECTS

List of Ongoing Government and Private Contracts, including those awarded but not yet started

Name of Prospective Bidder : _____
 Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

Attachments (any of the following, as may be applicable):

1. Notice of Award and Notice to Proceed; or
2. Contract; or
3. Purchase Order.

Submitted by:

Name of Authorized Representative of Prospective Bidder

Position

Name of Prospective Bidder

Date: _____

STATEMENT OF SIMILAR COMPLETED PROJECTS

List of Completed Government and Private Contracts, within the (period specified in the ITB)

Name of Prospective Bidder : _____
Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

Attachments:

1. Certificate of satisfactory completion issued by the client

Submitted by:

Name of Authorized Representative of Prospective Bidder
Position
Name of Prospective Bidder

Date: _____

STATEMENT ON OWNERS / PRINCIPALS / PARTNERS AND KEY STAFF

(Date of Issuance)

HON. CARLO A. CARAG
Department of Finance
Roxas Blvd., Malate, Manila

Attention : The Chairman
Special Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the Department of Finance Special Bids and Awards Committee for the bidding of the Consultancy Service for the Business Intelligence Solutions Development for the Asset Information Management Program (AIMP), we certify that (Name of Prospective Bidder) has the following owners / principals / partners and key staff:

Name and Title	Degree	Years with Firm	Age
1.			
2.			
3.			
4.			
5.			
...			
.			
n			

Attached are their Curriculum Vitae.

Very truly yours,

Name of Authorized Representative of Prospective Bidder
Position
Name of Prospective Bidder

STATEMENT ON TECHNICAL COMPETENCE

(Date of Issuance)

HON. CARLO A. CARAG
Department of Finance
Roxas Blvd., Malate, Manila

Attention: The Chairman
Special Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the Department of Finance (DOF) Special Bids and Awards Committee for the bidding of the Procurement of Consultancy Service for the Business Intelligence Solutions Development for the Asset Information Management Program (AIMP), we certify that (Name of Prospective Bidder) has the technical competence, relevant experience and qualified staff to successfully implement the project, if awarded the contract.

Very truly yours,

Name of Authorized Representative of Prospective Bidder
Position
Name of Prospective Bidder

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

Name of Prospective Bidder : _____
Business Address : _____

Summary of the Prospective Bidder’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of the construction equipment:

		Year 20__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2-4)	

Attachment:

1. Income Tax Return and Audited Financial Statement

Submitted By:

Name of the Representative of Prospective Bidder

Position

Name of the Prospective Bidder

Date: _____

NOTE:

1. If Partnership or JV, each Partner or Member Firm of JV shall submit the above requirements.

Title: Consultancy Services for the Business Intelligence Solutions Development for the AIMP ABC: P15.8M
Duration: 12 Months

Technical Specifications

AIMP Project Objective

To establish a systematic, strategic and integrated revenue management system for asset-related transactions, utilizing IT infrastructure, applications and solutions, for enhanced fiscal policy formulation and improved revenue collection; thus, enabling the DOF and BIR to contribute to the attainment of the government's overall development agenda.

Specific Objectives

- To map and process the data from the Tax Amnesty Returns and Sworn Statement of Assets, Liabilities and Net-worth (SALN) filed under RA No. 9480 which will serve as the baseline information of taxpayers' true and correct net worth for purpose of determining future tax liabilities

- To broaden and create linkages with other National Government Agencies (NGAs) with the purpose of enriching the baseline database of assets-related information by obtaining third-party information (other government agencies) to facilitate data interrelation between the BIR and these relevant NGAs. These agencies include, but are not limited to the following:
 - Land Transportation Office (LTO)
 - Land Transportation Franchising Regulatory Board (LTFRB)
 - Land Registration Administration (LRA)
 - Maritime Industry Authority (MARINA)
 - Civil Aviation Authority of the Philippines (CAAP)
 - Department of Trade and Industry (DTI)
 - Securities and Exchange Commission (SEC)
 - Bureau of Customs (BOC)

- To build a taxpayer database management system of assets-related information and transactions from tax amnesty returns, third-party information and other existing, internal information within BIR (e.g., registrations, declarations, collections, audits) that can be added-on to complete the AIMP database

- To develop necessary business intelligence solutions for revenue administration and decision making process at the BIR which includes data matching, data cleansing and analytical tools for developing assessment and audit cases, revenue projection skills and Run After Tax Evader (RATE) cases

- To develop necessary business intelligence solutions for tax policy analysis at the DOF that will estimate potential revenue collections from asset-based transactions, and to develop a tax policy analysis framework using the assets database management

system, analytical tools and simulation models to make possible policy work contributing to structural and administrative reforms leading to a more robust tax system

Scope of Work

The scope of work intends to outline and translate the tax models into business intelligence solutions necessary to make the AIMP Project successful. Please be guided that the described scope of work mentioned below includes but is not limited to the minimum requirements that the Department of Finance determined at the time of this writing. Department of Finance reserves the rights to modify or change the scope of work without affecting the intended outcome as prescribed in the GCC and SCC. The BI solutions should be able:

1. To do linear programming so as to be able to assign appropriate, efficient weights to samples to obtain population characteristics
2. To be able to carry out "what if" scenarios, by changing any of the following: (a) net asset to taxable income ratio; gross assets to taxable income ratio; (c) motor vehicles (assets) to taxable income ratio; (d) real estate to taxable income ratio; (d) other relationships that may be obtained from regression or other statistical data analysis
3. To be able to carry out different (including more sophisticated) forms of regression and other econometric analysis on the sample data itself, or in its relation to other sets of data available for the AIMP
4. To be able to merge different data sets (e.g., FIES and Tax Amnesty data; SSS etc. --government agency to BIR, private info to BIR, etc.) providing statistically sound or optimization program procedures, so as to have a more complete picture of the tax potentials.

This scope of work is expected to be completed within **12 months** or earlier after the **Notice to Proceed**. It is expected that the service provider will provide complete project management including executive summary, gathering of requirements, identification of detailed scope and development and execution of test plan in the delivery of the goods and services outlined in the schedule of requirements as well as the scope of work in order to meet the timeline and objectives of the project.

1. BI Expert - BI Development Service Experts to translate tax data models into business intelligence solutions.

The objective of the BI Development Service Expert is to translate the tax models that the Tax Consultant will develop, into business intelligence solutions that will be useful to the proponents of this Project. (use the identified fifteen (15) Data Models with the assistance of a Tax Consultant, which is independent of this project.)The service provider shall work closely with the DOF's Tax Consultant in order to accurately implement the data models identified together with the DOF

Item	Specification	Statement of Compliance
General Requirements of the BI Solutions Development Service Provider (BI Expert)		
	The service provider must be a valid registered organization in existence for a minimum of three (3) years	
	The service provider must have at least three (3) years of experience in delivering Data Modeling Solutions	
	The service provider must have at least three (3) years of experience in delivering Business Intelligence Solutions and/or Data Analytics	
	The service provider must have at least three (3) years of experience in delivering ICT Projects	
	The service provider must have at least two (2) years of experience in delivering ICT Projects within the Government Sector	
	The service provider must have delivered and completed at least three (3) projects that are similar in nature	
	The service provider must have delivered at least three (3) Data Modeling Training	
Manpower Requirements		
Project Manager	Project Manager must have at least five (5) years experience in managing ICT projects	
	Must have managed and completed at least five (5) ICT Projects	
	Must have managed and completed at least three (3) ICT Projects in the Government Sector	
	Must be PMP Certified or any Project Management Certification equivalent	
BI Expert	BI Expert must have at least three (3) years of experience in developing Data Models and Data Analytics	
	BI Expert must have at least three (3) years of experience in conducting workshops with regards to Data Modeling and Data Analytics	
	BI Expert must have at least three (3) years of experience in implementing Data Models and Data Analytics	

BI Expert must have delivered at least three (3) Data Modeling project / service to a Government Sector

BI Expert must have at least 5 years experience in delivering ICT Solutions

BI Expert must have at least 5 years experience in Business Analysis

BI Expert shall be closely coordinating with the Project Management and Tax Consultant for data model requirements

BI Expert Services

Data Models to be developed by the BI Experts shall be provided by the DOF and their Tax Consultant

The service provider must develop a minimum of fifteen (15) data models

Shall assist the DOF in doing best practices in developing and maintaining Data Models

Must be able to utilize the existing statistical/econometric tools of DOF, namely: Cognos, SPSS Eviews and Stata and other tools/functionalities that the Tax Consultant will recommend and use,

Shall assist the DOF in identifying the Key Performance Indicators

BI Model Training For End User

The service provider must have its own training facility

Training must be conducted by professional trainers

Professional trainers must have a certification on at least one (1) BI Tool and one (1) Database

Training must be conducted in a workshop environment

Workshop manuals must be provided

Ratio of training manuals must be 1:1

An assessment exam must be conducted prior to the actual delivery of the training. This is to properly evaluate the current skillset of the personnel who will undergo the training

An assessment exam must be conducted after the training. This is to properly evaluate if the personnel who underwent the training were able to understand absorb the topics delivered.

The Service Provider must include meals for all training

Below are the minimum course outline that the service provider must deliver, the bidder is allowed to modify the course outline if it will provide a better learning for the trainees:

- Exploring Data

- Correlation

- Regression

- Comparing Two or More Means

- Exploratory Factor Analysis

- Categorical Data

- Linear Programming

Technical Briefing and Product Update

Six (6) Pax for five (5) in-site days per technical briefing

Vendor Specific Product Update focused on the latest trends and best practices (i.e. Data Warehouse, Business Intelligence, Integrated Software Solutions, Enterprise Database, Security Management, etc.)

Observatory meetings and customer visits to global centers of at least 5 different enterprise IT providers/vendors with expertise on business intelligence, data warehousing, servers, storage, virtualization, database, middleware, business applications, industry applications, data models, integrated systems, network security, business applications and software engineering

Must include convention fees, accommodation, food, airfare/transportation and other miscellaneous and incidental expense

A. CONFIDENTIALITY OF DATA

a. The DOF AIMP system, its components, parts and all products, product samples and specifications, data, ideas, technology, and technical and non-technical materials, all or any of which may be derived from any of the foregoing (all of which, individually and collectively, referred to as “Proprietary Information”) are confidential and proprietary to the DOF.

b. The Winning Bidder / Joint Venture agrees to hold the Proprietary Information in strict confidence. The Winning Bidder / Joint Venture and its employees, furthermore, agree not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the DOF.

c. To ensure the confidentiality of all information that will come to the knowledge of the Winning Bidder / Joint Venture and its employees detailed with the DOF, the Winning Bidder / Joint Venture and its employees assigned therein shall be considered agents of the DOF. The contract that will be executed heretofore shall categorically provide that the Winning Bidder / Joint Venture and its employees, as agents of the DOF, shall uphold strict confidentiality any information regarding the business, income or estate of any taxpayer. All project staff of the Winning Bidder / Joint Venture shall be required to sign a non-disclosure agreement.

