



Bid Notice Abstract

Request for Expression of Interest

Reference Number	8741007
Procuring Entity	ENVIRONMENTAL MANAGEMENT BUREAU - DENR
Title	HIRING OF CONSULTANT FOR THE ACTIVITY TO ORGANIZE/GATHER DOCUMENTS FROM MULTIPLE FORMATS, PDFS, WORD, ETC. IN ONE PLACE USING CASE MANAGEMENT SOFTWARE REOI No. EMB-PABS-SVP-CONSULTANCY-2022-003 (3rd
Area of Delivery	Metro Manila

Solicitation Number:	REOI No. EMB-PABS-SVP-CONSULTANCY-2022-003 (3rd Po	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	09/06/2022
Approved Budget for the Contract:	PHP 900,000.00	Last Updated / Time	08/06/2022 19:41 PM
Delivery Period:	3 Month/s	Closing Date / Time	14/06/2022 10:00 AM
Client Agency:			
Contact Person:	Atty. Aime R. Rodaje Head, BAC Secretariat DENR Compound Visayas Avenue Bgy. VASRA Quezon City Metro Manila Philippines 1128 63-2-9204425 bids@emb.gov.ph		

Description

REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF CONSULTANT FOR THE ACTIVITY TO ORGANIZE/GATHER DOCUMENTS FROM MULTIPLE FORMATS, PDFS, WORD, ETC. IN ONE PLACE USING CASE MANAGEMENT SOFTWARE REOI No. EMB-PABS-SVP-CONSULTANCY-2022-003 (3rd Posting) 1. The Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB), through the General Appropriation Act of 2021 intends to apply the sum of Nine Hundred Thousand Pesos (PhP900,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Purchase Request No. 2022-0412 dated March 7, 2022. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal. 2. The DENR-EMB now calls for the submission of the Expression of Interest and Eligibility Document for the HIRING OF CONSULTANT FOR THE ACTIVITY TO ORGANIZE/GATHER DOCUMENTS FROM MULTIPLE FORMATS, PDFS, WORD, ETC. IN ONE PLACE USING CASE MANAGEMENT SOFTWARE under Pollution Adjudication Board Secretariat (PABS). 3. Interested Consultant/Consulting Firm must submit a hard copy, (Two sets; one (1) original and one (1) certified true copy), in a sealed envelope indicating the name of the project and RFQ/REOI No. of their Expression of Interest and Eligibility Document on or before JUNE 14, 2022, 10:00 a.m. at EMB-BAC Secretariat, G/F, AFMD Building, EMB-DENR, DENR Compound, Visayas Avenue, Diliman, Quezon City. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. 4. The Consultant shall be selected and employed in accordance with QBE / QBS evaluation procedures under the 2016 RIRR of RA 9184. 5. The BAC shall draw up the shortlist of

Consultant/Consulting Firms from those who have submitted their Expression of Interest and Eligibility Document and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The shortlist shall invite and engage in negotiation with a sufficient number of consultant/consulting firms who will be entitled to submit. The criteria and rating system for shortlisting of Consultant/Consulting Firms are: CRITERION RECOMMENDED WEIGHT (%) Experience, Training and Track Record 50% Qualification of personnel 30% Plan of approach and methodology in delivering the services required 20% TOTAL 100% 6. Objectives and Scope of Work: The Pollution Adjudication Board of the Department of Environment and Natural Resources through the Seretariat-Environmental Management Bureau will procure consulting services for the activity to organize/ gather documents from multiple formats, PDFs, Word etc. In one lace using case management software. Services shall include development and maintenance of case management system software with consultancy and professional service on training and technical support conforming to the contract agreement. 7. Key Features, Functional and Operational Requirements:

- Manage pollution cases documents, docket items, communications, contacts and all other case information.
- Web-based and accessible case management system with centralized database, caselinking capabilities, workflow and scheduling activities, data analysis tools, multiuser access.
- Use of Secure Sockets Layer (SSL) and RSA encryption Configurable and flexible, role-based access.
- Cloud computing Service Subscription for one (1) year in case server is not available

Development of Web App for database administration and knowledge transfer. FRONT END APPLICATION SPECIFICATIONS: A. Functional Design Requirements:

- Codes are compliant with standards set by World Wide Web Consortium (W3C);
- Web App Front-end development must be based on AngularJS web application framework to allow more dynamic and scalable web/ URL pages;
- Web App must be created using a web-based scripting language that supports Single Page Application (SPA) and full-stack development framework environment;
- Web App must be Optimized for high resolution and should be mobile responsive to be viewed using smart mobile phones and tablets;
- Must use graphical elements such as cascading style sheets (CSS), animations, style guides, rollovers, icons, etc for page design/layout;
- Web App can be operated in Linux-Based, Windows PC, and Mac operating systems;
- Design should be cross-browsers and cross versions compatible (at least with Microsoft Edge, Google Chrome and Firefox, and other relevant browsers);
- Content should be database-driven with the capability to interact seamless with the web services;
- It must support community-based and secure programming libraries;
- The system must allow content administrators to use a user-friendly interface for adding information such as text, graphs, tables and images.

B. Graphics/Video/Multimedia Content:

- Graphic files should be color-optimized with no image GIF dithering;
- Provides official logo, icons, emoticons, etc.;
- Customized graphic files and assets must be in line with the project's theme.

C. Common Features:

- Dynamic pages;
- Easily modifiable look and feel;
- Pictures/ Images;
- Mobile responsive;
- User and admin login for Web Admin;
- Access to database via Web Services (Restful API)

BACK END TECHNICAL SPECIFICATIONS AND REQUIREMENTS: A. Requirement for Open Source Technology Solution:

- Back-end development must be based on opensource runtime environment architecture and server framework that support full-stack development environment;
- Scripting language must be based on GO Language to allow project consistency on the existing system;
- The use of a repository hosting site for version control and source code management.

B. Web Services:

- Web services must be based on RESTful Application Progaming Interface (API) with secure authentication.

C. Site Performance:

- Site Optimization - page design and content should be optimized;
- Performance Optimization - splash page and subsite home page should each load within 10 seconds at DSL connection speed of 128 kbps while the main website home page should load within 6 seconds at DSL connection speed of 128 kbps.

D. Scripting/Dynamic Support:

- Support for a scripting programming language for forms, search facility, etc.
- The application software must be scalable and accommodate upgrades and enhancements as required without adversely affecting over-all system performance.

E. Database System:

- Must be based on SQL database;
- Allows web-to-database connectivity;
- Designs and structures should also be optimized for performance;
- Facility to import/export text files to and from the tables;
- The system should have an account management system;
- System should be easily configurable to handle more databases.

F. Cloud Computing Services (option in case server is not available)

- In Compliance with the drafting of DICT's Cloud First Policy to reduce costs, increase productivity, and develop excellent citizen services;
- Virtual Server Hosting that runs the application through a web service interface to configure the application;
- Supports serverless and cloud storage of data files;
- Support Artificial Intelligence (AI) platforms on auditory and textual methods;
- Reliability of 99.99% cloud uptime;
- Allows capabilities to define, enforce, and manage user access policies across cloud services. This includes:
- Identity and Access Management (IAM) lets you define individual user accounts with permissions across cloud resources;
- Multi-Factor Authentication for privileged accounts, including options for hardware-based authenticators.

G. Business Intelligence (BI) Software via Cloud Hosting:

- Interactive data visualization on exploring and analyzing relational databases, cloud databases, big data, spreadsheets and JSON files;
- Provides mapping functionalities that can plot latitude and longitude coordinates;
- Ability to access the software via desktop, server, online, reader, and public;
- Additional access to the mobile app;
- Software can be run on both Windows and MAC operating systems;
- Exporting of data workbook to image, pdf, csv, and text files.

MAJOR FUNCTIONALITIES DESCRIPTION AND SPECIFICATIONS: A. Web App: - The Main Web App and Web Admin Site will support the following functionalities:

- Interactive and Dynamic web pages;
- Separate interface for system administration with login/password security feature for admin and user;
- With user account management facility;
- With different levels of administration;
- Should be able to interact with web services to access JSON file;
- Ability to manage the structure of the portal, the appearance of the published pages, and the navigation provided to the users. That is, where the pages go and how they are linked together;
- Web Admin App will give access to dynamically add more contents and perform CRUD Functions (create, read, update and delete);
- Web Admin App should include monitoring of events and status of pollution cases with the ability to provide alert messages and notifications.

B. Security:

- Provision for Secured online system application;
- Password protection for different levels of Web Admin user access;
- With full-feature back-up and restore feature;
- Content grouping function to restrict areas to defined user-access levels;
- It should provide a facility for version control and source code management that can be accessed simultaneously by the end-user;
- Notification, status tracking, and content history should also be provided;
- User interface designed to correspond to security level applicable to the user that is currently logged in.

TRAININGS, WORKSHOPS, OTHER EVENTS: 1. Trainings: User's training for website administrators shall likewise be included:

- Hands-On One-Day Users Training - CMS user Training - Hands-On comprehensive Admin/Technical Training - Training and briefing programs including system installation procedure, system backup and recovery procedure, back-end programming and tweaks

2. UAT: A User's Acceptance Testing shall be conducted after the training but prior to

acceptance and sign-off. The UAT shall be conducted in DENR-EMB premises by training attendances. POST IMPLEMENTATION STRATEGY & WARRANTY: 1. Warranty: The Developer shall provide full unlimited warranty support for the software development for 3 months after the main apps full deployment and sign-off. Warranty period commences upon sing-off, and shall have full access on website system & development. 2. Midstream enhancement: Website Tune-Up into warranty period already included in the final contract price. Site performance shall be reviewed and tweaked - DENR-EMB-PABS shall be Entitled to section/page additions, changes & updates - DENR-EMB-PABS shall be Entitled to Visual Updates/tweaking within the warranty period. TASK 4 – PREPARATION AND SUBMISSION OF COMPLETION REPORT: The first phase of the report will be submitted on the first month and will present the enhancement of the software application. 8. Work Process and Inputs: The final output for the project will be a detailed report covering all "Task" The entire project will be conducted no more than three (3) months from the date of initiation to the date of submission of the final report. A detailed project implementation plan will be agreed between DENR-EMB-PABS and the consultants as part of the contract negotiation process. 9. The Project milestones shall be the following: Date Activity Output 1st week Mobilization, Consolidation and Review of Data Inception Report 2nd to 10th week Conduct analysis of application/web application/develop web-based application Manage and import existing database to the case management software, organize/gather documents from multiple formats, PDFs, Word, etc. in one place using case management software. Formatted docketing of pollution cases (exceedance) Report on analysis/imported data from database and inputted to the software Inputted docketed case in the software and gathered documents from multiple formats, PDFs, Word, etc. In one place using case management software for active cases. 11th to 12th Submit completion and assessment reports/Trainings Final Report/Trainings The Report will contain management and updating of the software to be engaged separately beyond the project. Three (3) copies of the report will be provided. All data collected will be collated and presented as annexes. Electronic data will be provided on disk in a readily usable format. 10. Implementation Arrangements: Data Collection, software, supplies, and the conduct of trainings will be borne by the project. 11. Consultant Qualifications: The consultant or the firm should have at least three (3) years exposure in technologies solution and with a prototype of the web-based application. The consultant should have completed a similar contract on the Case Management System software application/Web application. 12. Reporting Arrangements: The consultant will report to the Director of the Environmental Management Bureau through Chief, OIC Legal Division, and concurrent Pollution Adjudication Board Secretary. Arrangement will be made between EMB and the consultant for the reporting and/or based on project output. 13. Payment Method: 10% - on receipt of an inception report acceptable to the client. 45% - development of the case management system, software integration, web-based and accessible case management system with a centralized database, case-linking capabilities, workflow and scheduling activities, data analysis tools, multi-user access (existing database has been integrated and inputs of other data to the software). 30% - functional database integration and web-based application, with trainings. 15% - on receipt of final report acceptable to the client The contract price is Php900,000.00. 14. Small Value Procurement will be conducted through selection procedures using the nondiscretionary "pass/fail" criterion as specified in the IRR of RA 9184. 15. Small Value Procurement 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. 16. The Procuring Entity shall evaluate bids following the Small Value Procurement procedure under the 2016 RIRR of RA 9184. 17. The contract shall be completed within Three (3) months or may be extended as agreed by both parties. 18. The prospective bidder/consultant shall submit the complete, recent/updated eligibility document as stated below (RA9184 IRR Annex H, Appendix A): a) Expression of Interest (with bid amount) b) Company Profile (with Professional License, if applicable) /Curriculum Vitae of Consultant c) PhilGEPS Registration Number/Proof of PhilGEPS Registration d) Income/Business Tax Return/Tax Clearance e) Mayor's/ Business Permit f) Omnibus Sworn Statement-shall submit upon receipt of Contract 19. The Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB) 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. June 7, 2022 ENGR. ESPERANZA A. SAJUL BAC, Chairperson

Other Information

Bidders must download the attached document in the associated component section

Created by Arniel A. Abellonar

Date Created 08/06/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.