



**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 (4th 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 27, 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, case-linking capabilities, workflow and scheduling activities, data analysis tools, multi-user 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 Programming 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 sign-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 |
|--|---|--|
| 1 st week | Mobilization, Consolidation and Review of Data | Inception Report |
| 2 nd to 10 th 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. |
| 11 th to 12 th | Submit completion and assessment reports/Trainings | Final Report/Trainings The Report will contain management and updating of the software to be engaged seperately 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 non-discretionary “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.

ENGR. ESPERANZA A. SAJUL
BAC, Chairperson



Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]