

BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 01

Procurement of Computerized Accounting System (CAS)

Invitation to Bid No. 2024-11-188

The PNOC Bids and Awards Committee hereby adopts the following provision in the Philippine Bidding Documents:

1. Amendments/Inclusions

Item No.	FROM	TO
1	<p>Checklist of Technical and Financial Documents Page No. 3</p> <p>I. TECHNICAL COMPONENT</p> <p style="text-align: center;">xxx</p> <p>(i) Vat Returns for the last six (6) months</p> <p>II. <u>FINANCIAL COMPONENT</u></p> <p>(j) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);</p> <p style="text-align: center;">xxx</p>	<p>Checklist of Technical and Financial Documents Page No. 3</p> <p>I. TECHNICAL COMPONENT</p> <p style="text-align: center;">xxx</p> <p>(i) Vat Returns for the last six (6) months</p> <p>(j) Certificate of undertaking for the bidder declared as lowest/single calculated bid to conduct a demo/proof concept for the offered software upon notice from the Bids and Awards Committee (BAC)</p> <p>II. <u>FINANCIAL COMPONENT</u></p> <p>(k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);</p>

		xxx																
2	<p>SCHEDULE OF REQUIREMENTS Page No. 10</p> <p style="text-align: center;">xxx</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Lot</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Qty</th> <th style="width: 40%;">Delivery Period</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Procurement of Computerized Accounting System (CAS)</td> <td style="text-align: center;">1 lot</td> <td>Within One Hundred Eighty (180) calendar days upon receipt of Notice to Proceed (NTP)</td> </tr> </tbody> </table> <p style="text-align: center;">xxx</p>	Lot	Description	Qty	Delivery Period	1	Procurement of Computerized Accounting System (CAS)	1 lot	Within One Hundred Eighty (180) calendar days upon receipt of Notice to Proceed (NTP)	<p>SCHEDULE OF REQUIREMENTS Page No. 10</p> <p style="text-align: center;">xxx</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Lot</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Qty</th> <th style="width: 40%;">Delivery Period</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Procurement of Computerized Accounting System (CAS)</td> <td style="text-align: center;">1 lot</td> <td>Within Two Hundred Forty (240) calendar days upon receipt of Notice to Proceed (NTP)</td> </tr> </tbody> </table> <p style="text-align: center;">xxx</p>	Lot	Description	Qty	Delivery Period	1	Procurement of Computerized Accounting System (CAS)	1 lot	Within Two Hundred Forty (240) calendar days upon receipt of Notice to Proceed (NTP)
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	<p>TERMS OF REFERENCE FOR COMPUTERIZED ACCOUNTING SYSTEM</p> <p>xxx</p>	<p>Name of Company: _____</p> <p>Authorized Representative: _____</p> <p>(Name & Signature)</p> <p>xxx</p> <p>Note: Please see Annex A for the revised technical specifications</p>
4	<p>TECHNICAL SPECIFICATIONS Terms of Reference Pages No. 24</p> <p>xxx</p> <p>4. Project Implementation Duration</p> <p>The proposed CAS software should be customized, tested/accepted, and implemented as well as data migration, testing and acceptance of the converted data and training within One hundred eighty 180 calendar days from receipt of Notice to Proceed (NTP).</p> <p>xxx</p>	<p>TECHNICAL SPECIFICATIONS Terms of Reference Pages No. 24</p> <p>xxx</p> <p>4. Project Implementation Duration</p> <p>The proposed CAS software should be customized, tested/accepted, and implemented as well as data migration, testing and acceptance of the converted data and training within Two hundred forty (240) calendar days from receipt of Notice to Proceed (NTP).</p> <p>xxx</p>

Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Documents.

For guidance and information of all concerned.

Issued this November 21, 2024.



for. **ATTY. JOSEPHINE CASSANDRA J. CUI**
Chairperson
Bids and Awards Committee



ANNEX A

TECHNICAL SPECIFICATIONS

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. **Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.** A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Lot	Description	Statement of Compliance
1	Procurement of Computerized Accounting System <i>(Please see below Terms of Reference)</i>	

TERMS OF REFERENCE

1. **Purpose: Computerized Accounting System (CAS) for Philippine National Oil Company**
2. **Project Deliverables**
The major deliverables for the Accounting Software should include:
 - 2.1. Installation and configuration for at least 25 Users
 - 2.2. System Implementation
 - 2.3. Facilitate knowledge transfer to the designated users so they shall be better equipped to:
 - 2.3.1. Work Flow Diagram connecting all modules;
 - 2.3.2. Provide application support;
 - 2.3.3. Conduct user acceptance testing (UAT);
 - 2.3.4. Provide functional training for the employees to be assigned as users and technical training for select employees;

- 2.3.5. Provide documentations such as Business Requirement Mapping, Complete System Architecture, System Configuration documents, Data Mapping, Users and Administrator/Technical Manuals;
- 2.3.6. Other relevant functionalities and documentations.
- 2.4. Provision of CAS solution either running in client server or cloud-based platform including hosting services with security and data protection features for two years. All hardware and software provisions (hosting, servers, services, security solutions, etc.) shall be for the account of the vendor for the whole duration of the contract.

As part of the final acceptance, the supplier shall provide, for documentation purposes, the specifications for hosting services either on premise or in cloud. Three months before the end of the contract, the vendor shall assist PNOC in the preparation and actual activities related to the migration of the system (i.e. from the vendor's facility to PNOC facility).

- 2.5. Assistance in acquiring BIR permit
- 2.6. After Sales Service/Warranty Software and Technical Support for at least two (2) years from turn-over and final acceptance of the installed solution by the end-users including assistance to BIR accreditation.

A full description of the coverage of the After-Sales Service/Warranty Software and Technical Support shall be provided by the winning Solution Provider within one (1) month after the final acceptance.

The coverage should be but not limited to the following:

- Technical Support
 - a) for resolving issues, bugs, and errors in the software during the warranty period.
 - b) include assistance with installation, configuration, and usage of the software.
 - c) offer support through various channels such as phone, email, and online support portal.
 - Maintenance and Updates
 - a) maintenance services, including the release of updates, patches, and bug fixes.
 - b) Updates shall include improvements to performance, security patches, and minor feature enhancements.
 - Service Levels Agreement (SLA)
 - Performance Monitoring and Reporting
 - Quality Assurance
 - a) thorough testing of all updates and patches before release to ensure they do not introduce new issues
 - b) testing shall include unit testing, integration testing, and user acceptance testing (UAT).
 - Backup and Recovery Procedures with simulation after three months of operation or any number of months based on PNOC preference
 - Software License Agreement
- 2.7. Provide perpetual licenses for unlimited use of identified users of PNOC.
 - 2.8. Customized CAS Software is for the exclusive use of PNOC.

3. Geographical and Organizational Scope:

The scope of this project is limited to the implementation of accounting software at:

- PNOC Head Office, Bldg. 6, Energy Center, BGC, Taguig City
 - Offsite Offices:
 - Energy Supply Base (Mabini, Batangas)
- Park Management Department (Mariveles, Bataan)

4. Customization and Developments

The Solution Provider will fully customize and develop the accounting software to meet the requirements of Philippine National Oil Company, such as but not limited to the following:

- 4.1. Migration of data from the existing Accounting System (AFIS) to the new System using the ending balance as of the December 31, 2023 and the data starting from January 1, 2024 until the “day-forward” transactions; or, the year-end balances of the year before the implementation date as well as the transactional data from the start of the year to the month before the implementation date.
- 4.2. Cloud-ready with the corresponding technology implementation should be included in the proposed solution, i.e., app hosting with security (login & database), configuration, etc.
- 4.3. Integration of various enterprise resource system (i.e. asset, procurement, human resource etc.)

Reports and Analysis.

5. Functional Scope

Finance and Purchasing modules are considered the basic modules of the software.

Details of each module are provided below:

A. PURCHASING MODULE:

1. Procurement Division Officer encodes details of the Work Order/Local Purchase Requisition.
2. Procurement Division Officer encodes the assigned Purchase Order (PO) number or Contract Number (CN).
3. AP Accountant calls PO number or Contract Number to process the payment.

Functions:

- a. Auto assign Purchase Order (PO) or Contract Number (CN). The following fields are mandatory:
 1. Date
 2. Reference (PO/CN)
 3. Local Purchase Requisition (LPR) / Work Order Requisition (WOR)
 4. Payee/Supplier Entry. The following fields are mandatory:
 - 4.1 Name
 - 4.2 Address
 - 4.3 Tax Identification Number
 - 4.4 Business Style
 - 4.5 Telephone Number

5. Brief Description /Explanation
6. Particulars (Drop down option based on COA Revised Chart of Accounts)
7. Cost Center (Drop down option)
8. Account Code (Drop down option)
9. Amount
 - 9.1 Type of Purchase (Vatable, Non-Vatable, Zero-rated, VAT-Exempt)
10. Mode of Payment
11. Status of PO
 - 11.1 Date of receipt of PO or Notice of Award
 - 11.2 Date of receipt of Notice to Proceed, if any
 - 11.3 Date of Completion or Delivery (Manual input of Accounting)
 - 11.4 Date of Cancellation of PO – To prompt Accounting once tagged as cancelled
12. Lead Time
13. Due date of Payment (Auto compute from lead time)
- b. Check Status of PO – Must include DV#, Check #, Date of release of check
- c. Assign date of receipt of goods/services received
- d. Purchase Order History Inquiry - can be called using PO# and Payee Name and provision for printing of report

Reports/Schedules Generated:

1. Summary of PO
2. Summary of Payee with issued PO
3. Summary of Cancelled PO

Forms / Customized Forms:

1. Purchase Order
2. Change Order Form
3. Inspection and Acceptance Report (IAR)
4. Property Acknowledgement Receipt (PAR) / Memorandum Receipt (MR) / Inventory Custodian Slip

B. ACCOUNTS PAYABLE (AP) MODULE:

Functions:

ACCOUNTING:

- a. Provision for Petty Cash Replenishment Voucher entries:
 - a.1 Encoding of Daily Expense Summary (DES) to include the following mandatory fields:
 - a.1.1 Auto assign DES Number
 - a.1.2 Manual encoding of Details:
 1. Date
 2. Name
 3. Particulars
 4. Type of transaction (DES/CA)
 5. Amount

- a.1.3 Callable DES Number for assignment of PCRV Number (To be locked by Treasury Department (TD) once PCRV is completed)
- b. PO or CN and PCRV number encoded by Procurement Management Division (PCM) and locked by TD is callable by AP for Processing of Invoice/Payment.
- c. Disbursement Voucher (DV) Entry – Auto assign DV # with the following mandatory fields:
 - 1. Date
 - 2. Supplier Invoice/Billing
 - 3. Supplier Entry. The following fields are mandatory:
 - 3.1 Name (Provided by Procurement once PO number is called)
 - 3.2 Address (Provided by Procurement once PO number is called)
 - 3.3 Tax Identification Number (Provided by Procurement once PO number is called)
 - 3.4 Business Style (Provided by Procurement once PO number is called)
 - 3.5 Telephone Number (Provided by Procurement once PO number is called)
 - 3.6 Alphanumeric Tax Code (Drop-down option)
 - 3.7 Withholding Tax Rate (Drop-down option)
 - 3.8 VAT Amount (Drop-down option -VATABLE, NON-VATABLE, VAT EXEMPT)
 - 4. Brief Description /Explanation
 - 5. Amount
 - 5.1 Type of Purchase (Vatable, Non-Vatable, Zero-rated, VAT-Exempt)
 - 5.2 VAT Amount
 - 6. Value Added Tax (Auto-compute)
 - 7. Withholding Tax (Drop-down options)
 - 8. Account Code and Title (Drop down option)
 - 8.1 Provision for another drop down option (Obligated and Passed on expenses)
- d. Accounts Payable History Inquiry – can be called using DV Number, Purchase Order Number, Supplier Number, Payee Name
- e. Cancellation of DV– Auto reversal of entries if books are still open
- f. Auto-generation of BIR Forms 2307

TREASURY:

- a. DV Number auto-generated by the system is callable by the Treasury Department
- b. Cancellation of Checks – Auto reversal of entries if books are still open
- c. Check Generation (template can be modified)
- d. Modes of Payment – CASH, CHECK, DEBIT ACCOUNT

Reports/Schedules Generated:

- 1. Invoice Journal (Monthly)
- 2. AP Ledger
- 3. Supplier Report
- 4. Withholding Tax Report
- 5. Summary List of Sales and Purchases for VAT Remittances (In DAT, Excel and PDF file)
- 6. Summary List of Regular Suppliers (SRS)

7. Alphabetical list of Withholding Taxes (In DAT, Excel and PDF file)
8. Aging of Accounts Payable
9. Schedules of all Accounts Payable
10. Check Register Report (Daily and Monthly)
11. Data Files:
 - 11.1 Relief Sales Data File
 - 11.2 Relied Purchases Data File
 - 11.3 QAP Date File
 - 11.4 Annual Withholding Tax Data File
 - 11.5 SAWT Data File
12. Check Voucher History Inquiry – can be called using Check Number, DV Number, Purchase Order Number, Supplier Number, Payee Name
13. Summary of Cancelled DV
14. BIR Format and Auto-computation/generation of BIR Forms 1601F, 1600, 0619E, 1601EQ, 1604-E, 2550Q, 1702Q, 1702 (data from GL)

Forms / Customized Forms:

1. BIR Form 2307 – based on required template of BIR
2. Withholding Tax Remittance – 1601F, 1600, 0619E, 1601EQ, 1604-E
3. Other Tax Remittance - 2550Q, 1702Q, 1702

C. ELECTRONIC INVOICING/RECEIPTING SYSTEM (EIS) - MUST BE IN COMPLIANCE WITH BIR RR 8-2022/RR7-2024, RR11-2024, EOPTA

BILLING / ACCOUNTS RECEIVABLE (AR) MODULE:

Functions:

- a. Invoice Entry– Auto assign Billing Statement (BS), Sales Invoice (SI), Charge Invoice (CI) Number, Statement of Account (SOA) Number and Debit Note (DN) Numbers. Must include the following mandatory fields:
 - a.1 Date
 - a.2 Customer Details - Name, Address, TIN, Business Style
 - a.3 Due date
 - a.4 Brief Description
 - a.5 Quantity
 - a.6 Unit
 - a.7 Price per unit
 - a.5 Account Code/Journal Entry (Drop-down options, Pre-set according to nature of income)
 - a.6 Amounts in words and figures
 - a.6.1 For Sales Invoice, Charge Invoice, provision for type of Sale (Vatable, Non-Vatable, Zero-rated, VAT-Exempt) and VAT Amount
 - a.7 Name of Signatories
- b. When calling the SI#, CI#, SOA#, BS#, DN#, details of payment should be reflected.
- c. Cancellation of SI, CI, SOA, BS, and DN – Auto reversal of entries if books are still open
- d. Status of Bill

*Date validation – the system should only accept date within the reporting period/month

*For adjustment to sales/revenue, the following must be available within the system, there is a mechanism within the system that enables the adjustment to sales/revenue, such as supplementary documents generated and issued to other parties (specify the process and the document that will be used/generated).

Reports/Schedules Generated:

1. Summary of Sales Invoice / Charge Invoice / SOA / Billing / Debit Notes (Daily, Monthly, any period is callable)
2. Customer Ledger
3. Aging of Receivables (Monthly and Yearly)
4. Schedules of all Accounts Receivables Accounts
5. Summary of Outstanding Tax Certificates Not Yet Received
6. Invoice History Inquiry – can be called using SI#, CI#, SOA#, BS#, DN#, Customer #, Customer Name
7. Sales Data in Java Script Object Notation (JSON) file format for submission to BIR EIS (BIR RR 8-2022)
8. Summary of Cancelled SI, CI, SOA, BS, and DN

Forms / Customized Forms:

1. Sales Invoice
2. Service Invoice
3. Statement of Account
4. Billing Statement
5. Debit Notes

*The following information must be reflected on the face of the system-generated principal and/or supplementary receipts/invoices:

- a. Seller's Registered Name;
- b. Seller's Business Name/Business Style, if any;
- c. Seller's Registered Address where the machine will be used;
- d. The phrase "VAT REG TIN" or "NON-VAT REG TIN", whichever is applicable, followed by the nine (9)-digit Taxpayer Identification Number (TIN) with five (5)-digit Branch Code of the Seller, whichever is applicable;
- e. Serial Number of the receipts/invoices printed prominently with minimum of six (6) running digits (padded with zeroes or leading zeroes are shown). Define the numbering convention if applicable and indicate the number of running digits in the "Remarks" column;
- f. Date of Transaction;
- g. A space provided for the Customer/Buyer details, as follows:
 - i. Buyer's Registered Name;

- ii. Buyer's Registered Address;
- iii. Buyer's TIN and Branch Code;
- iv. Buyer's Business Name/Business Style, if any;
- h. Quantity (for Sale of Goods);
- i. Description of items sold/goods or Nature of services rendered;
- j. Unit Cost/Suggested Retail or SRP (for Sale of Goods);
- k. Total Cost/Amount;
- l. VAT Amount (if transaction is subject to 12%VAT);
- m. If taxpayer is engaged in mixed transactions, the amounts involved shall be broken down to the following:
 - i. VATable Sales;
 - ii. VAT Amount;
 - iii. VAT Exempt Sales;
 - iv. Zero-Rated Sales;
- n. The word "EXEMPT" must be prominently shown on the face of the receipts/invoices for taxpayers whose transactions are not subject to both VAT and Percentage Tax;
- o. For transactions related to Senior Citizen (SC), Person with Disability (PWD), the following details or information must be reflected on the system-generated receipts/invoices, if applicable:
 - i. SC/PWD TIN, if any;
 - ii. OSCA or SC ID No./PWD ID No.;
 - iii. SC/PWD discount showing detailed breakdown of the 20% and 12% VAT Exemption, or 5% discount, whichever is applicable;
 - iv. Provision/Space for the Signature of the SC/PWD;
- p. The following information must be printed at the bottom portion of the receipts/invoices:
 - i. Acknowledgment Certificate and "Date Issued" (mm/dd/yyyy);
 - ii. Series Range to be used;
 - iii. The phrase: "THIS INVOICE/RECEIPT (indicate whichever is applicable) SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ACKNOWLEDGMENT CERTIFICATE" (For Principal Receipts/Invoices ONLY);
 - iv. The phrase: "THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX" in bold letters conspicuously printed on all supplementary receipts/invoices or purely "EXEMPT" transactions;

COLLECTION MODULE:

Functions:

- a. Collection Entry – Auto assign Official Receipt (OR), Collection Receipt (CR), Cash Invoice and Acknowledgement Receipt (AR). Must include the following mandatory fields:
 - a.1 Date
 - a.2 Callable SI, CI, SOA, BS, DN Numbers for posting of payment
 - a.3 Customer Details (Name, Address, TIN, Business Style)

- a.4 Particulars
- a.5 Account Code/Journal Entry
- a.6 Amount in words and figures
 - a.6.1 For Cash Invoice, provision for type of Sale (Vatable/Zero-rated/VAT-Exempt, according to nature of collection)
- a.7 VAT Details
- a.8 Withholding Tax details
- a.9 Name of Signatories
- a.10 Tagging for CWTs not yet received (if CWT is received or not)
- a.11 Modes of Collection of Payment – Cash, Check, Credit to Bank
- a.12 Bank Account Credited (Drop down button which bank was credited)

*Date validation – the system should only accept date within the reporting period/month

*Invoice or BS or SOA # validation – Warning notification for BS# already used/posted in another OR#

- b. Cancellation of Cash Invoice, OR, CR and AR – Auto reversal of entries if books are still open

Reports/Schedules Generated:

1. Summary of Collections (Daily, Monthly, any period is callable)
2. Summary of Cash Invoice, Official Receipts, Collection Receipts, Acknowledgement Receipts issued – showing Reference #, Date, Customer Name, Particulars, Amount, OR#, # of days past due
3. Summary of Tax Certificates Received and Outstanding
4. Collection History Inquiry – can be called using Cash Invoice #, OR#, CR#, AR#, Customer #, Customer Name
5. Summary List of Sales (Dat file)
6. Summary of Cancelled Cash Invoice, OR,CR and AR

Forms / Customized Forms:

1. Cash Invoice
2. Official Receipt
3. Acknowledgement Receipt
4. Collection Receipt

D. FIXED ASSETS MODULE:

Functions:

- a. PPE Entry – Manual assignment of Asset Tag. Must include the following mandatory fields:
 - a.1 Date
 - a.2 Account Code
 - a.3 Cost
 - a.4 Manual input of Useful Life
 - a.5 Manual input of 5% residual value
 - a.6 Auto compute Depreciation per month

- a.7 Auto Compute Net Book Value
- b. Asset Inventory Module (Asset Inventory and P.O Modules are connected)
- c. Acquisition date should be upon payment
- d. Classification of PPE is upon A/P processing by Accounting
 - d.1 Classification function, if the amount is greater or equal to Php50,000.00, PPE, otherwise, semi-expendable property (50,000 threshold can be modified).

Reports/Schedules Generated:

- 1. Depreciation Schedule (Monthly)
- 2. List of Fixed Assets / Inventory List per cost center (Monthly/Yearly)

E. GENERAL LEDGER MODULE:

Functions:

- a. General Ledger. Must include the following mandatory fields:
 - a.1 Date
 - a.2 Reference
 - a.3 Brief Description/Explanation
 - a.4 Account Code/Title
 - a.5 Debits
 - a.6 Credits
- b. General Journal:
 - 1. Auto assign Journal Voucher Entry Number
 - 1.1 Journal Voucher Type (Drown down option – 46, 24, 20, 2)
 - 1.2 Batch Number (e.g. mmxx – 01 to 100)
 - 2. Must include the following mandatory fields:
 - 2.1 Date
 - 2.2 Reference
 - 2.3 Brief Description/Explanation
 - 2.4 Account Code/Title
 - 2.5 Debits
 - 2.6 Credits
- c. Sales Journal:

Must include the following mandatory fields:

 - 1. Date
 - 2. Customer TIN
 - 3. Customer Name
 - 4. Address
 - 5. Brief Description/Explanation
 - 6. Reference/Documents Number/Sales Invoice
 - 7. Amount
 - 8. Discount
 - 9. VAT amount
 - 10. Net Sales
- d. Purchase Journal:

Must include the following mandatory fields:

 - 1. Date

2. Supplier's TIN
 3. Vendor's Name or Code
 4. Address
 5. Brief Description/Explanation
 6. Reference/Documents Number/Sales Invoice
 7. Amount
 8. Discount
 9. VAT amount
 10. Net Purchases
- e. Inventory Book:
Must include the following mandatory fields:
1. Date
 2. Product Name or Code
 3. Brief Description/Explanation
 4. Unit
 5. Price per unit
 6. Amount
- f. Chart of Accounts – segmentation should be at least 8 segments (ex:1-01-01-010-3600-06-05-03)

Reports/Schedules Generated:

1. Journal Voucher Entries
2. General Journal
3. Sales Journal
4. Purchase Journal
5. Subsidiary Ledger of Debtor
6. Subsidiary Ledger of Creditor
7. Detailed General Ledger
8. Trial Balance
9. Statement of Comprehensive Income (customizable per cost-center)
10. Statement of Financial Position
11. Statement of Changes in Equity
12. Budget Utilization Report
13. Variance Report
14. Balance Sheet schedules

F. BUDGET UTILIZATION REPORT

Functions:

- a. Posting of Approved Budget, Budget Realignment/Reallocation
- b. Encoding of budget obligation (editable)

Reports/Schedules Generated:

1. Budget Utilization Report per Cost Center- showing Approved Budget (Net of Realignment/Reallocation), Net of VAT and Gross amounts, Obligated and Passed on Expenses, Utilization for the period, Utilization To-Date, Budget Balance

2. Budget Utilization Report per Expense Code - showing Approved Budget (Net of Realignment/Reallocation), Net of VAT and Gross amounts, Obligated and Passed on Expenses, Utilization for the period, Utilization To-Date, Budget Balance

G. PAYROLL MODULE

BIR Form 2316 - Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld.

Specify how the system generated Withholding Tax Certificate is transmitted to the employees/payees.

1. Features of Reports

Reports form an important part of this project. Following are some of the key features of reports that we will build in the system.

- Summary and detail reports - there will be summary as well as detailed reports. Detail reports will have details of all transactions and records saved in the system.
- Provision to export reports to MS Excel and PDF and in .csv or .dat file format in compliance with RR No. 16-2006. - all the reports generated in the system shall be exported to MS Excel and PDF.
- Provision to control organization wide/department level/section level reports – a user shall be limited to view reports pertaining to his/her own department, section or given privilege to view organization wide reports.
- Sample reports will be provided during the requirements gathering stage.
- The following on the printout and electronic copy of the Books of Accounts, Financial Statements and Other System-Generated Reports:
 - a. Taxpayer’s Registered Name;
 - b. Registered Address where such reports are generated;
 - c. The phrase “VAT REG TIN” or “NON-VAT REG TIN”, whichever is applicable, followed by the nine (9)-digit Taxpayer Identification Number (TIN) with four (4)-digit or five (5)-digit Branch Code of the Seller;
 - d. Software Name and Version Number;
 - e. User Name/ID of the one who generated the report;
 - f. Date and Time Stamp when the report was generated;

2. Access to software/system:

Modules	ESB	PIP	TD	Accounting	Purchasing	Property
Purchasing	1 - View	1 - View	1 - View	13 - Full	5 - Full	1 - View
Accounts Payable	1 - View	1 - View	1 - View		N/A	N/A
Billing	2 - Full	2 - Full	2 - View		1 - Full	N/A
Collection	2 - Full	2 - Full	3 - Full		N/A	N/A
Fixed Assets	N/A	N/A	N/A		N/A	1 - View
General Ledger	N/A	N/A	N/A		N/A	N/A
Budget Utilization Report	N/A	N/A	2 - View		N/A	N/A

3. Other General Conditions

1. Date validation – the system should only accept date within the reporting period/month

2. Generation of reports based on selected parameters (i.e. Users have the option to use one or multiple parameters)
3. Software backup data should be retained for at least 10 years.
4. System provider should assist PNOC in registering the Computerized Accounting System to BIR and provision of the required documents/reports such as but not limited to the following (In compliance to BIR Revenue Memorandum Circular No. 5-2021):
 - a. Sample print-out of Principal and Supplementary Receipts/Invoices and other accountable forms that will be used compliant with RR No. 16-2018 EOPTA, BIR RR 7-2024, RR11-2024 and other related issuances, if applicable.
 - b. Sample print-out of Books of Accounts (BOA) compliant with RR No. 9-2009 and other reports that can be generated from the system and will be used, if applicable.
 - c. Printed copy of Audit Trail (activity log generated by the system). The complete audit trail of the system must have the following functionalities:
 - i. The system controls the receipt numbering;
 - ii. The system generates the posting date of the receipt transaction as the date it entered into the system;
 - iii. The transaction can be voided, but not modified once posted;
 - iv. The run date is the date the report was generated;
 - v. Users are prevented from editing data within system generated reports;
 - vi. The system prevents users from having the capability to override edits within computer programs;
 - vii. Each transaction/record is stamped with the user ID of the individual that created the transaction; and
 - viii. The "System" automatically totals and double checks/cross- checks totals of all accounts/transactions and report an out-of-balance condition or incorrect computation of transaction.
 - d. The System Security Framework must meet the following:
 - i. There is a standard procedure and approval in securing access for users;
 - ii. Users are restricted from being active on multiple terminals at the same time with the same user identification code;
 - iii. User identification codes are deactivated after unsuccessful attempts to sign on the computer;
 - iv. Password is required to be changed every thirty (30) days, with minimum length of 7 combinations;
 - v. Users other than System Administrators and Security Administrators are prevented from accessing sensitive operating system commands;
 - vi. Passwords required a combination of alphabetic and numeric characters;
 - vii. Users are prevented from accessing accounting information except through authorized transactions within the system;
 - viii. User access rights can be eliminated or revised upon termination of employment and transfer of employee responsibility;
 - ix. Computerized audit trails are protected from modification and destruction;

- x. Server Rooms and Data Centers are kept locked and access controlled with an authentication mechanism;
- xi. Server Rooms and Data Centers are equipped with air-conditioning;
- xii. Server Rooms and Data Centers are protected against power failure and fire; Specify how the Server Rooms and Data Centers are protected under the “Remarks” column.
- xiii. Server Rooms and Data Centers cables are properly installed under the floor or into the walls and not left on the floor;
- xiv. Unused network connection points are disabled;
- xv. All incoming Dial-up uses a strong password authentication system;
- xvi. Remote accesses via Internet are encrypted;
- xvii. Accesses to external networks are occurring over a firewall and the same are monitored and audited;

5. Commercial Invoices are prepared at least in duplicate. The word “REPRINT” must be reflected on the face of the receipts/invoices for duplicate or subsequent printouts (similar template and contents).

6. The “System” can send sales data or information to the Bureau of Internal Revenue (BIR) in relation to the issuance of system- generated receipts/invoices or e-Receipts/e-Invoices on the format mandated by BIR.

7. Presentation/Demo of bidder’s software during bid evaluation as part of Post-Qualification and Proof-of Concept (PoC).

4. Project Implementation Duration

The proposed CAS software should be customized, tested/accepted, and implemented as well as data migration, testing and acceptance of the converted data and training within Two hundred forty 240 calendar days from receipt of Notice to Proceed (NTP).

5. Approved Budget for the Project

The Approved Budget for the Contract (ABC) is **PHP4,070,000.00** inclusive of all taxes and charges.

6. Terms Of Payment

A. Advance Payment

15% Advance Payment – paid within sixty (60) calendar days from signing of the contract and upon submission of the following: (1) irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank which must be for an equivalent amount and remain valid until the goods are delivered; and (2) accompanied by a claim for advance payment.

B. Progress Payment

70% Completion of Installation, implementation and migration (software license, product keys, user's credentials, software manuals, certificate of progress completion from end-user)

20% Completion of training/s (Instruction and navigation materials, certificate of progress completion from end-user)

10% Final Acceptance (Warranty certificate, certificate of final acceptance end-user)

C. Retention Money

10% Retention for every progress payment.

Retention of 10% of contract price to be released after lapse of warranty period.

Payment will be made through Regular Check only; post-dated check is not allowed.

Name of Company: _____

Authorized Representative: _____

(Name & Signature)