

**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL BID BULLETIN NO. 01**

**Procurement of Computerized Accounting System (CAS)**

**Invitation to Bid No. 2025-02-034**

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>Bid Data Sheet</p> <table border="1" data-bbox="231 1052 853 1982"> <thead> <tr> <th data-bbox="231 1052 367 1131">ITB Clause</th> <th data-bbox="367 1052 853 1131"></th> </tr> </thead> <tbody> <tr> <td data-bbox="231 1131 367 1982">5.3</td> <td data-bbox="367 1131 853 1982"> <p>For this purpose, contracts similar to the Project shall be:</p> <p>a. A <i>Computerized Accounting System (CAS)</i> implemented in any government corporations which should include the following modules:</p> <ul style="list-style-type: none"> <li>i. Accounting (accounting processes, such as journal entries, accounts receivable, and accounts payable.)</li> <li>ii. Treasury</li> <li>iii. Financial Reporting and Analysis</li> <li>iv. Budget Utilization</li> <li>v. Fixed Asset Management</li> </ul> <p>b. Completed within the last <i>five (5) years</i> prior to the</p> </td> </tr> </tbody> </table>	ITB Clause		5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. A <i>Computerized Accounting System (CAS)</i> implemented in any government corporations which should include the following modules:</p> <ul style="list-style-type: none"> <li>i. Accounting (accounting processes, such as journal entries, accounts receivable, and accounts payable.)</li> <li>ii. Treasury</li> <li>iii. Financial Reporting and Analysis</li> <li>iv. Budget Utilization</li> <li>v. Fixed Asset Management</li> </ul> <p>b. Completed within the last <i>five (5) years</i> prior to the</p>	<p>Bid Data Sheet</p> <table border="1" data-bbox="885 1052 1516 1982"> <thead> <tr> <th data-bbox="885 1052 1021 1131">ITB Clause</th> <th data-bbox="1021 1052 1516 1131"></th> </tr> </thead> <tbody> <tr> <td data-bbox="885 1131 1021 1982">5.3</td> <td data-bbox="1021 1131 1516 1982"> <p>For this purpose, contracts similar to the Project shall be:</p> <p>a. A <i>Computerized Accounting System (CAS)</i> implemented in any government <b>and private</b> corporations which should include the following modules:</p> <ul style="list-style-type: none"> <li>i. Accounting (accounting processes, such as journal entries, accounts receivable, and accounts payable.)</li> <li>ii. Treasury</li> <li>iii. Financial Reporting and Analysis</li> <li>iv. Budget Utilization</li> <li>v. Fixed Asset Management</li> </ul> <p>b. Completed within the last <b>ten (10) years</b> prior to the</p> </td> </tr> </tbody> </table>	ITB Clause		5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. A <i>Computerized Accounting System (CAS)</i> implemented in any government <b>and private</b> corporations which should include the following modules:</p> <ul style="list-style-type: none"> <li>i. Accounting (accounting processes, such as journal entries, accounts receivable, and accounts payable.)</li> <li>ii. Treasury</li> <li>iii. Financial Reporting and Analysis</li> <li>iv. Budget Utilization</li> <li>v. Fixed Asset Management</li> </ul> <p>b. Completed within the last <b>ten (10) years</b> prior to the</p>
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	<p>deadline for submission and opening of bids.</p> <p>xxx</p>	<p>deadline for submission and opening of bids. <b>(Please see attached Annex A)</b></p> <p>xxx</p>
2	<p>Terms of Reference for Computerized Accounting System (CAS)</p> <p>xxx</p> <p>C.7 Other General Conditions</p> <p>xxx</p> <ul style="list-style-type: none"> <li>• Infrastructure and IT resources used during development should be provided by External Provider.</li> </ul> <p>xxx</p>	<p>Terms of Reference for Computerized Accounting System (CAS)</p> <p>xxx</p> <p>C.7 Other General Conditions</p> <p>xxx</p> <ul style="list-style-type: none"> <li>• Infrastructure and IT resources used during development should be provided by External Provider.</li> <li>• <b>The bidder must have completed a Computerized Accounting Software project from any government instrumentalities within 10 years regardless of the amount of the project.</b></li> </ul> <p>xxx</p>
3	<p>Terms of Reference for Computerized Accounting System (CAS)</p> <p>xxx</p> <p>Section 5.C Financial Evaluation</p> <p>xxx</p> <p>ii. Annual Maintenance and Technical Support Fee for 2<sup>nd</sup> and 3<sup>rd</sup> year – this recurring fee shall also be specified in the bid proposal and will be included in the evaluation but it will not be part of the total bid amount. The External Provider shall guarantee that the proposed recurring fee will cover the renewal costs for both 2<sup>nd</sup> and 3<sup>rd</sup> year.</p>	<p>Terms of Reference for Computerized Accounting System (CAS)</p> <p>xxx</p> <p>Section 5.C Financial Evaluation</p> <p>xxx</p> <p>ii. Annual Maintenance and Technical Support Fee for 2<sup>nd</sup> and 3<sup>rd</sup> year – this recurring fee shall also be specified in the bid proposal and will be included in the evaluation but it will not be part of the total bid amount. The External Provider shall guarantee that the proposed recurring fee will cover the renewal costs for both 2<sup>nd</sup> and 3<sup>rd</sup> year.</p> <p><b>The Annual Maintenance and Technical Support Fee shall include cloud hosting, software subscriptions, technical support, and any other expenses required to ensure the accounting software's full functionality.</b></p>
4	<p>Section IX. Bidding Form</p>	<p>Section IX. Bidding Form</p> <p><b>Add Bid Form for Annual Maintenance and Technical Support Fee. (Please see attached Annex B)</b></p>

5	<p>Checklist of Technical and Financial Documents</p> <p style="text-align: center;">xxx</p> <p>I. Technical Component Envelope</p> <p style="text-align: center;">xxx</p> <p>(h) Technical Proposal of the nominated system/software in compliance with the Technical Specifications.</p> <p style="text-align: center;">xxx</p> <p>II. Financial Component Envelope</p> <p style="text-align: center;">xxx</p> <p>b. Original of duly signed and accomplished Price Schedule(s).</p> <p style="text-align: center;">xxx</p>	<p>Checklist of Technical and Financial Documents</p> <p style="text-align: center;">xxx</p> <p>I. Technical Component Envelope</p> <p style="text-align: center;">xxx</p> <p>(h) Technical Proposal of the nominated system/software in compliance with the Technical Specifications; <u>and</u></p> <p>(i) <b>The bidder must have completed a Computerized Accounting Software project from any government instrumentalities within 10 years regardless of the amount of the project.</b></p> <p style="text-align: center;">xxx</p> <p>II. Financial Component Envelope</p> <p style="text-align: center;">xxx</p> <p>b. Original of duly signed and accomplished Price Schedule(s); <u>and</u></p> <p><b>c. Annual Maintenance and Technical Support Fee Form (Please see attached Annex C)</b></p> <p style="text-align: center;">xxx</p>
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Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Documents.

For guidance and information of all concerned.

Issued this February 21, 2025.

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



**ANNEX "A"**

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that **(Bidder)** has completed the below-listed contract within ten (10) years prior the deadline of submission and opening of bids.

Date of the Contract	Contracting Party	Name of Contract	Nature of Contract	Amount of Contract	Contract Duration	Issuance Date of Certification Satisfactory Service

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Notes:

- a) Cut-off date as of **DEADLINE OF SUBMISSION OF BIDS**.
- b) **"Name of Contract"**. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand.

## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

##### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- (g) Company Profile; **and**
- (h) Technical Proposal of the nominated system/software in compliance with the Technical Specifications; **and**
- (i) The bidder must have completed a Computerized Accounting Software project from any government instrumentalities within 10 years regardless of the amount of the project.

##### Financial Documents

- (j) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

#### *Class "B" Documents*

- (k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (l) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s); **and**
- (c) Annual Maintenance and Technical Support Fee.

**Annual Maintenance and Technical Support Fee**

<b>Company Name</b>	<b>Cost</b>		<b>Total</b>
	<b>Year</b>	<b>Year 3</b>	

\_\_\_\_\_  
Name and Signature of Authorized  
Representative

\_\_\_\_\_  
Date