



**REQUEST FOR EXPRESSION OF  
INTEREST FOR THE PROCUREMENT OF  
CONSULTING SERVICES FOR THE  
SOFTWARE DEVELOPMENT OF  
COMMISSION EN BANC MANAGEMENT  
INFORMATION SYSTEM (CEBMIS)**

RFEI No. RFEI-EPA-2025-017

Approved Budget for the Contract: PhP3,500,000

**PART 1**

**NOVEMBER 2024**

**BIDS AND AWARDS COMMITTEE  
FOR CONSULTING SERVICES, INFRASTRUCTURE AND FOREIGN  
ASSISTED PROJECTS**





REPUBLIC OF THE PHILIPPINES  
COMMISSION ON HUMAN RIGHTS

**REQUEST FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF  
CONSULTING SERVICES FOR THE SOFTWARE DEVELOPMENT  
OF COMMISSION EN BANC MANAGEMENT INFORMATION  
SYSTEM (CEBMIS)**

1. The Commission on Human Rights (CHR), through the National Expenditure Program (NEP) FY 2025 intends to apply the sum of **Three Million Five Hundred Thousand Pesos (PhP3,500,000)** being the Approved Budget for the Contract (ABC) to payments under the contract of the services to do the Software Development of Commission En Banc Management Information System (CEBMIS);

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The CHR now calls for the submission of eligibility documents for the shortlisting of bidders for Software Development of Commission En Banc Management Information System (CEBMIS);

*Expression of Interest and Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before 10:00AM of December 4, 2024 at the Commission on Human Rights, 3<sup>rd</sup> Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City.* Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. Interested bidders may obtain further information from the CHR Procurement Division or BAC Secretariat at the address given below from 9:00AM to 4:00PM, Monday to Friday only, excluding holidays, starting November 27, 2024.

Commission on Human Rights  
3<sup>rd</sup> Floor, SAAC Building, U.P. Complex  
Commonwealth Avenue  
Diliman, Quezon City

4. A complete set of Bidding Documents may be acquired by interested Bidders on November 27, 2024 until the submission of the bidding documents from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP5,000.00)**.



### Bids and Awards Committee Secretariat

Commission on Human Rights of the Philippines  
Procurement Division, General Administration Office  
3<sup>rd</sup> Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City  
Mobile No.: 0917-8571607 (globe)  
email Address: [procurement@chr.gov.ph](mailto:procurement@chr.gov.ph).  
CHR Website: [www.chr.gov.ph](http://www.chr.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of CHR, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, 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 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:

Company Capability in Implementing Software Development Projects		Percentage
a) Engagement in Software Development business.		20%
Rating Scale		
No. of Years	Rate	
20 yrs. and above	20%	
11 yrs. to 19 yrs.	The rate is equal to the number of years (ex. 15 yrs. are equivalent to 15%)	
10 yrs. and below	10%	
b) Total number of Software Development projects implemented or completed in the past five (5) years. The required minimum no. of completed projects is five (5).		30%
Rating Scale		
No. of Projects	Rate	
20 and above	30%	
17 – 19	28%	
14 – 16	25%	
11 – 13	23%	
8 – 10	20%	
5 – 7	15%	
Below 5	Disqualified	



c) Total number of Developed Similar Information Systems	10%														
Rating Scale															
<table><tr><th>No. of Projects</th><th>Rate</th></tr><tr><td>4 and above</td><td>10%</td></tr><tr><td>3</td><td>8%</td></tr><tr><td>2</td><td>5%</td></tr><tr><td>Below 2</td><td>Disqualified</td></tr></table>	No. of Projects	Rate	4 and above	10%	3	8%	2	5%	Below 2	Disqualified					
No. of Projects	Rate														
4 and above	10%														
3	8%														
2	5%														
Below 2	Disqualified														
d) Total number of technical/software development personnel employed by the company (excluding non-technical personnel e.g. Human Resources, etc.)	40%														
<b>Please submit a list of technical positions and their corresponding number of personnel employed by the company.</b>															
Rating Scale															
<table><tr><th>No. of Technical Personnel</th><th>Rate</th></tr><tr><td>20 and above</td><td>40%</td></tr><tr><td>16 – 19</td><td>35%</td></tr><tr><td>12 – 15</td><td>30%</td></tr><tr><td>9 – 11</td><td>25%</td></tr><tr><td>6 – 8</td><td>20%</td></tr><tr><td>Below 6</td><td>Disqualified</td></tr></table>	No. of Technical Personnel	Rate	20 and above	40%	16 – 19	35%	12 – 15	30%	9 – 11	25%	6 – 8	20%	Below 6	Disqualified	
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16 – 19	35%														
12 – 15	30%														
9 – 11	25%														
6 – 8	20%														
Below 6	Disqualified														
TOTAL															
100%															

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The CHR shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)*. using the following rating for the corresponding proposal:

**Technical Proposal = 80%**

**Financial Proposal = 20%**

The detailed criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

8. The contract shall be completed within the period of ten (10) months from the issuance and actual receipt by the Consultant of the Notice to Proceed (NTP).
9. The CHR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

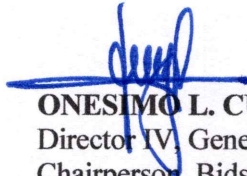


10. For further information, please refer to:

**Bids and Awards Committee Secretariat**

Commission on Human Rights of the Philippines  
Procurement Division, General Administration Office  
3<sup>rd</sup> Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City  
Mobile No.: 0917-8571607 (globe)  
email Address: [procurement@chr.gov.ph](mailto:procurement@chr.gov.ph).  
CHR Website: [www.chr.gov.ph](http://www.chr.gov.ph)

November 26, 2024



**ONESIMO L. CUYCO**

Director IV, General Administration Office  
Chairperson, Bids and Awards Committee for Consulting Services,  
Infrastructure and Foreign Assisted Projects (BAC-CSIFAP)



## ***Section II. Eligibility Documents***

### **Notes on the Eligibility Documents**

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

### **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; 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 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 conditions stated in the **EDS**.

1.4 Government owned or –controlled corporations (GOCCs) 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 attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, 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) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

### Technical Documents

(ii) 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:

(ii.1) the name and location of the contract;

(ii.2) date of award of the contract;

(ii.3) type and brief description of consulting services;

(ii.4) consultant’s role (whether main consultant, sub consultant, or partner in a JV)



- (ii.5) amount of contract;
  - (ii.6) contract duration; and
  - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
  - (iii) Statement of the consultant 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 in accordance with Clause 1.2, including their respective curriculum vitae.
- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, sub consultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **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 two (2) 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 Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 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. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the two (2) 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 ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
  - (c) contain the name of the contract to be bid in capital letters;
  - (d) bear the name and address of the prospective bidder in capital letters;
  - (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
  - (f) bear the specific identification of this Project indicated in the **EDS**; and
  - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

#### **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the above mention 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 0 and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes the submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## **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 that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents 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.

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. The 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.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 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.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. 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 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 Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.



## ***Section III. Eligibility Data Sheet***

### **Notes on the Eligibility Data Sheet**

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.



# Eligibility Data Sheet

Eligibility Documents	
1.2	Procurement of Software Development of Commission En Banc Management Information System (CEBMIS)
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the past five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Certificate of satisfactory completion or equivalent document issued by the client, in case of completed contracts.
0	Each prospective bidder shall submit <b>one (1) original and two (2)</b> photocopies of its eligibility documents.
(e)	Bids and Awards Committee for Consulting Services, Infrastructure and Foreign Assisted Projects
(f)	Procurement of Software Development of Commission En Banc Management Information System (CEBMIS)
0	<p>The address for submission of eligibility documents is:</p> <p><b>Director ONESIMO L. CUYCO</b>  <b>Chairperson, Bids and Awards Committee for Consulting Services, Infrastructure and Foreign Assisted Projects (BAC-CSIFAP)</b>  <b>c/o Bids and Awards Committee Secretariat</b>  <b>Commission on Human Rights of the Philippines</b>  <b>Procurement Division, General Administration Office</b>  <b>3rd Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City</b>  <b>Mobile No.: 0917-8571607 (globe)</b>  <b>Email Address: <a href="mailto:procurement@chr.gov.ph">procurement@chr.gov.ph</a></b>  <b>CHR Website: <a href="http://www.chr.gov.ph">www.chr.gov.ph</a></b></p> <p>The <b><u>deadline for submission of eligibility documents</u></b> is <b><i>on or before 10:00AM of December 4, 2024 at the 3rd Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City</i></b></p>
0	<p>The <b><u>place of opening of eligibility documents</u></b> is at the <b>PARDEC Building of CHR Office, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City.</b></p> <p>The <b><u>date and time of opening of eligibility documents</u></b> is at <b><i>10:30AM of December 4, 2024.</i></b></p>
0	Similar contracts shall refer to contracts for similar projects: <b>Similar in nature with Commission En Banc Management Information System (CEBMIS)</b> means that the system has the facility for document workflow, collaboration, tracking and management, and event calendaring.



0

The criteria and rating system for short listing are:

<b>Company Capability in Implementing Software Development Projects</b>		<b>Percentage</b>
a) Engagement in Software Development business.		20%
Rating Scale		
<b>No. of Years</b>	<b>Rate</b>	
20 yrs. and above	20%	
11 yrs. to 19 yrs.	The rate is equal to the number of years (ex. 15 yrs. are equivalent to 15%)	
10 yrs. and below	10%	
b) Total number of Software Development projects implemented or completed in the past five (5) years. The required minimum no. of completed projects is five (5).		30%
Rating Scale		
<b>No. of Projects</b>	<b>Rate</b>	
20 and above	30%	
17 – 19	28%	
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11 – 13	23%	
8 – 10	20%	
5 – 7	15%	
Below 5	Disqualified	
c) Total number of Developed Similar Information Systems		10%
Rating Scale		
<b>No. of Projects</b>	<b>Rate</b>	
4 and above	10%	
3	8%	
2	5%	
Below 2	Disqualified	



	<p>d) Total number of technical/software development personnel employed by the company (excluding non-technical personnel e.g. Human Resources, etc.)</p> <p><b>Please submit a list of technical positions and their corresponding number of personnel employed by the company.</b></p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>No. of Technical Personnel</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>20 and above</td> <td>40%</td> </tr> <tr> <td>16 – 19</td> <td>35%</td> </tr> <tr> <td>12 – 15</td> <td>30%</td> </tr> <tr> <td>9 – 11</td> <td>25%</td> </tr> <tr> <td>6 – 8</td> <td>20%</td> </tr> <tr> <td>Below 6</td> <td>Disqualified</td> </tr> </tbody> </table>	No. of Technical Personnel	Rate	20 and above	40%	16 – 19	35%	12 – 15	30%	9 – 11	25%	6 – 8	20%	Below 6	Disqualified	<p>40%</p>
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12 – 15	30%															
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6 – 8	20%															
Below 6	Disqualified															
TOTAL		100%														
<p><b>Passing rate: 50%</b></p>																



## CHECKLIST OF ELIGIBILITY REQUIREMENTS

### 1. Eligibility documents Submission Form (Annex A)

#### Class "A" Documents

##### **Legal Documents**

### 2. PhilGeps Registration Platinum

##### **Technical Documents**

### 3. Statement of Ongoing and Completed Contracts (Annex C)

3.1 Certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract.

### 5. Statement of Consultant's Nationality (Annex B)

#### Financial Documents

### 6. Audited Financial Statements (AFS) for the year 2022

#### Class "B" Document

##### **Legal Documents**

7. Valid Joint Venture Agreement (JVA) if JV is 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.



**ELIGIBILITY DOCUMENTS SUBMISSION FORM**

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for [Title of Project], [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address



### STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the Commission on Human Rights, for the [Project Title] under [Reference No.], I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic entity bidder] That (Name of Bidder) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of Bidder) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of Country);

[If foreign entity bidder] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (Annex/es \_\_\_\_\_); and



4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Nos: \_\_\_\_\_



**Bidder's Company Letterhead****(NAME OF THE PROJECT AND IB NO.)**

Approved Budget for the Contract: \_\_\_\_\_

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 period of five (5) years on or before December 4, 2024.

The Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Whether Main Consultant, Subconsultant, or Partner in A JV)	Amount of Contract	Contract Duration	Certificate of Satisfactory Completion or Equivalent Document issued by the Client, in the case of a Completed Contract

**CERTIFIED CORRECT:**

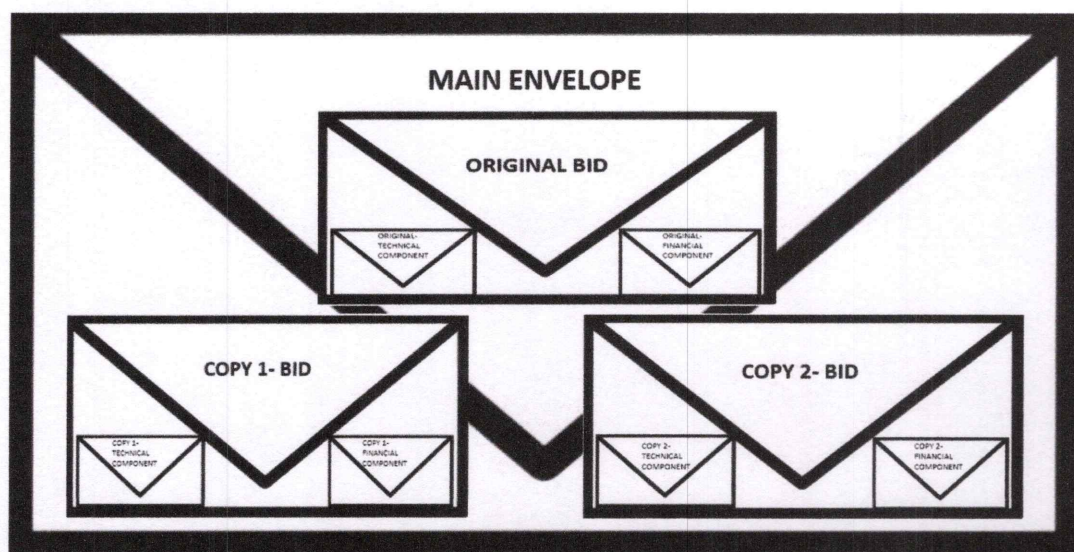
Authorized Representative \_\_\_\_\_

Designation: \_\_\_\_\_

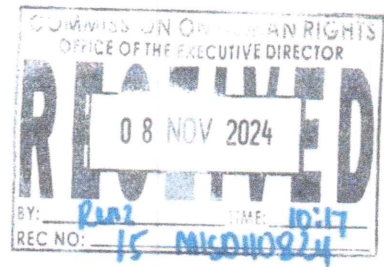
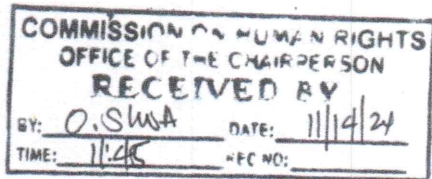
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## SKELETAL PERSPECTIVE OF A BIDDER'S ENVELOPE







Procurement  
Project

## SOFTWARE DEVELOPMENT OF COMMISSION EN BANC MANAGEMENT INFORMATION SYSTEM (CEBMIS)

Approved Budget  
for the Contract  
(ABC)

Three Million Five Hundred Thousand Pesos Only  
(Php 3,500,000.00) – Inclusive of Applicable Tax

### I. BACKGROUND

The Commission En Banc (CEB) of the Commission on Human Rights (CHR) holds a pivotal role in formulating policies, issuing resolutions, decisions, and other official actions vital to the operations and functions of the CHR. Currently, the processes related to submitting, reviewing, approving, and archiving CEB resolutions, decisions, and other documents are handled manually or with limited digital support. This results in challenges in tracking, managing, and retrieving critical documents.

The Commission seeks to develop a Commission En Banc Management Information System (CEBMIS) to streamline these processes, enhance transparency and accountability, and integrate with other critical CHR information systems. This system will centralize and automate the entire workflow related to CEB processes, ensuring secure, transparent, and timely management of all CEB-related matters.

The CEBMIS will be a secure digital platform, facilitating communication between the CEB members and concerned parties within CHR. It will support document tracking, collaboration, and archiving, aligning with CHR's commitment to transparency, accountability, and efficient service delivery.

### II. OBJECTIVES

The primary objectives of the CEBMIS are:

- **Streamline CEB Processes:** Automate the end-to-end workflow, from submission to final decisions, reducing manual processes and ensuring consistency.
- **Enhance Transparency and Accountability:** Provide real-time tracking and status updates of CEB documents, resolutions, and other issuances.
- **Improve Document Management:** Facilitate efficient document storage, retrieval, and archiving of CEB-related documents.



- **Facilitate Collaboration:** Enable CEB members and other concerned CHR personnel to collaborate seamlessly on documents, providing version control, real-time commenting, and updates in a secure digital environment.
- **Ensure Data Security:** Implement security measures to protect sensitive documents and communications, adhering to the highest information security standards.
- **Support Decision-Making:** Provide analytics and reporting tools that can assist in evaluating the status of documents, key metrics, and trends to inform CEB decision-making and integrate with other CHR systems for data sharing and seamless operations.
- **Introduce a Transcription Application:** Enable automated transcription of meetings or hearings to ensure accurate documentation and ease of reference for CEB discussions and decisions.
- **Implement a Monitoring Tool:** Track real-time release, signed/approved, and received times for documents, ensuring that every document follows the expected timeline from submission to final resolution.

### III. SCOPE OF SERVICES

#### A. SYSTEM DEVELOPMENT

The CEBMIS is envisioned to have the following functionalities:

- **Submission Portal:** Interface for authorized users to submit documents for CEB review.
- **Version Control:** Track document changes and allow for versioning.
- **Workflow Facility:** Allows the drafting, review, approval, and archiving of resolutions and other documents.
- **Comments and Remarks:** Enables CEB members to provide comments and remarks on documents.
- **Collaborative Editing:** Supports real-time document collaboration among users.
- **Document Status Tracking:** Real-time updates on document progress.
- **Notifications and Alerts:** Automated notifications for submissions, reviews, approvals, and changes are sent to relevant users. Additionally, the system will send frequent alerts for urgent matters, including reminders to members who have not yet acted on tasks, notifications for nearing deadlines, and alerts for documents or matters for decisions that are beyond the established timeline. These reminders will ensure timely action.

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- **Document Archiving:** Automatically archive approved documents, resolutions, and decisions, ensuring proper long-term storage.
- **Barcoding and Storage:** Assign control numbers and generate QR codes or barcodes for easy tracking and storage of documents (if applicable).
- **Metadata Tagging:** Tag archived documents with metadata (e.g., author, date, document type) for easier search and retrieval.
- **Advanced Search Functionality:** Enable users to search documents not only by control number but also by keywords or specific criteria related to the document's content or origin.
- **Custom Reports:** Enable users to generate custom reports based on specific criteria (e.g., document status, resolution approval rates).
- **Agenda Scheduling:** Interface for scheduling CEB meetings, with document attachments. The system will also send meeting notices to participants through email and the system itself. A template for the Notice of Agenda will also be provided, allowing users to download and customize the notice directly from the system, ensuring consistency and ease of use.
- **Real-Time Dashboards:** Display real-time updates on key metrics (e.g., documents submitted, decisions made).
- **Encryption:** Ensure encryption of all data both in transit and at rest to protect sensitive information.
- **User Authentication:** Implement multi-factor authentication (MFA) to secure access to the system.
- **Role-Based Access (RBA):** Restrict access to documents and system features based on user roles, ensuring confidentiality and security.
- **Audit Trail:** Maintain a detailed audit trail of all user activities within the system for compliance and monitoring.
- **Vote Locking and Unlocking:** Implement a secure mechanism to lock votes once submitted, preventing further changes. Allow votes to be unlocked for changes only with authorized approval, ensuring transparency.
- **Other Features:**
  - Open, non-proprietary system;
  - Web-based application;
  - Highly secured system incorporating secured logins, access control, encrypted storage using Advanced Encryption Standard 256-bit (AES-256), and transmission technologies;
  - Superior Local Area Network (LAN) and Wide Area Network (WAN) performance;
  - 24x7 availability for Central and Regional offices to authorized

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personnel only;

- Aesthetically user-friendly screen designs incorporating visual graphics;
- Systems Administration module with a backup utility;
- Transactions are reasonably fast through the maximization of hardware and systems software capacity & performance
- The system must be compatible with the CHR's barcode scanners/equipment (if barcoding is applicable)

FEATURES/FUNCTIONS	DESCRIPTION
Architecture	Three-tier Client/Server-based application, separating the User Interface, Business Logic, and Database
Web-enabled	Availability 24x7x365
Auto-scale for different screen sizes	Display and elements automatically adjust on the device used by the user in accessing CEBMIS.  Cellphone or tablet-based medium for employees in the field
Secure data protection facilities/features	Security facilities to safeguard the system against illegal and unauthorized users. Facilities should include embedded secure codes, secure identification, and authentication features: password, digital signature, encryption/decryption, Public Key Infrastructure (PKI) support for data-at-rest, and data-in-transit.
Vendor-agnostic	Do not use or embed vendor-dependent products that may lock in CHR in the future. Open and non-proprietary products are preferred unless data security is an issue.
User-friendly	Aesthetically designed screens and layouts and easy-to-use for people with minimal IT exposure  Uses encoding-friendly buttons/screens that minimize shift between keyboard and mouse.
Single sign-on	Single entry to the different CEBMIS modules (if applicable) and selected external systems without the need for logon and logoff between systems subject to security policies and procedures.
Average response time	The reasonable response time between the time the "Enter" key is pressed and the appearance of the first screen character to an average time of 3 seconds. This applies to WAN transactions only. LAN transaction is 1 second on average.



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Online Forms	Online screen forms are available in each module/submodule that can be filled up electronically and submitted to CEBMIS along with documentary attachments, with the option to also attach videos, images, audio clips, texts, etc (if applicable).
Client Rating and Feedback	Upon the completion of the requests, the user will be notified and will be requested to provide ratings and feedback on the processed requests (if applicable).
System-generated Numbering	Assignment of control number to requests, forms, records, and reports
Data Analytics	Provides an online facility for displaying graphical data analysis (dashboard): trends, frequency distributions, statistical requirements, what-if-analyses, etc.
Data modification	Facility to display/change/update/edit selected data submitted to CEBMIS (subject to conditions and/or CHR approval) with comprehensive rules for input data validation and scripting can be an option to input data.
Transaction override	Facility to override any transaction due to compelling reason of security.
Online Transaction status inquiry/Dashboard	A facility to enable CEBMIS users to know the status of their transactions. Information should include the elapsed time from the time of submission, the names of the data processors who have or are currently processing the transaction, and the expected time of completion.
Report Generation	<p>Generates pre-formatted and ad hoc reports for authorized users in each module in MS Word, MS Excel, Portable Document Format (PDF), unformatted file, and Comma Separated Values (CSV) file.</p> <ul style="list-style-type: none"> <li>• Ad hoc reports</li> <li>• Designed Reports</li> <li>• Custom Reports</li> <li>• Full Range of Built-in Reports</li> </ul> <p>With a search and sort facility and uses a secure, encrypted electronic commitment to electronic files or database</p> <p>Preferably with an interface to word processing, spreadsheet processors, and presentation products for writing narrative reports</p>



Transaction/Application logging	Facility to log all Web transactions to/within/from CEBMIS for security audit purposes.
Print Facility	A facility to print electronic forms/reports or screens via printers; and statistical table(s) online.
Upload facility	Uploads manually scanned documents to the CEBMIS database
Multi-media	Handles multi-media attachments: texts, audio clips, videos, images, diagrams, pictures, PDFs, etc. (if applicable)
Download Facility	Can download reports, blank and system-filled-up forms, and documents uploaded to the system
Efficient search/sort algorithms	Facility for searching and sorting requirements.  The module must provide progressive "drill-down" searches using easy-to-define parameters.
User Manual	Documentation of procedures for CHR as a reference manual.
Interface design	Plug-and-play, a simple and easy facility for partner agencies to use (if applicable).

## B. TRAINING

- User training for CHR staff on system functionality.
  - Secure use CEBMIS by users
  - Change Management from "old" to "new" system
- Training for the Management Information Systems Division (MISD)
  - Use, installation, administration, backup, and restoration of CEBMIS
  - CEBMIS code walkthrough
  - Hardware administration and set-up
  - Securing CEBMIS configuration and operations

## C. HARDWARE

- Provide technical specifications for the ICT equipment necessary for the operation of the CEBMIS such as computer servers, scanners, etc.



#### IV. EXPECTED DELIVERABLES/OUTPUTS

Tranches	Deliverables
1	<p>Project Planning, Requirements Gathering, and Solution Design Phase</p> <ul style="list-style-type: none"> <li>• Approved Inception Report and Work Plan</li> <li>• Approved System Requirements Specification (SRS) Documents by Commission on Human Rights-Project Steering Committee (CHR-PSC)</li> <li>• Approved System Design Specifications (SDS) Documents by CHR-PSC</li> </ul>
2	<p>Solution Customization, User Acceptance Test (UAT), and Integration Test Phase</p> <ul style="list-style-type: none"> <li>• Installed working CEBMIS to the CHR Server for the UAT, accepted by CHR-PSC. Modules should be integrated and the Integration Test is part of the UAT.</li> <li>• User Acceptance Completion Report</li> <li>• Program documentation</li> <li>• System release (beta version with test data) Approved by CHR-PSC</li> </ul>
3	<p>Deployment of Completed System</p> <ul style="list-style-type: none"> <li>• Successfully installed working CEBMIS system to the CHR Staging and Production Server</li> <li>• Final source codes and necessary installation files</li> </ul>
4	<p>Knowledge Transfer and Project Closure</p> <ul style="list-style-type: none"> <li>• Training and Submission of Manuals <ul style="list-style-type: none"> <li>○ CEBMIS training</li> <li>○ CEBMIS installation, backup, and recovery manual</li> <li>○ User's manual</li> <li>○ CEBMIS System Administration Manual that includes the table relationship and definition</li> </ul> </li> <li>• Certificate of Project Completion and Acceptance</li> <li>• Project Final Report</li> <li>• Warranty Certificate for one (1) year period with a three (3) month handholding support period to assist the CHR in parallel testing through onsite support or helpdesk remote facility. The three (3) month handholding support period is included in the one (1) year warranty period.</li> </ul>

#### V. ESTIMATED DURATION OF THE PROJECT

The project's duration is ten (10) months from the acceptance of the Notice to Proceed.

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## **VI. WARRANTY**

Twelve (12) months warranty after the Project Completion and Acceptance. During the warranty period, a three (3) month support period for the parallel testing must be rendered at no additional cost. The ten percent (10%) retention will be released to the system developer after the one-year warranty period.

## **VII. SYSTEM DEVELOPER COMPANY/ CORPORATION MANDATORY TECHNICAL REQUIREMENTS / QUALIFICATIONS**

- The System Developer Company/Corporation must be in the business of software development.
- The System Developer Company/Corporation must have at least five (5) completed and accepted software development projects in the past five (5) years.
- The System Developer Company/Corporation must have developed at least two (2) similar information systems with facility for document workflow, collaboration, tracking and management, and event calendaring.
- The System Developer must be able to demonstrate an operational system/setup of the previously developed similar system during the post-qualification period.
- The System Developer Company/Corporation should utilize software technologies that are open & non-proprietary. The Software Developer Company must have the knowledge and expertise on the following tech stack but not limited to Linux OS, Apache, MySQL, and PHP.

## **VIII. MANPOWER REQUIREMENTS**

The proposed project team must be composed of experts and specialists as indicated in the table below. The roster must include a minimum of six (6) distinct physical persons. Overlapping of roles (functions) is allowed provided such functions are related. In this respect, the persons' names and functions must be explicitly specified. However, the Software Developer Company has the option to add more personnel depending on its work strategy at no additional cost to CHR. The curriculum vitae of each project team member must be duly notarized.

Team members shall be carefully selected and their names should match those who will eventually work on the actual implementation of the project. Names of persons with impressive credentials but who will not work in the implementation of the project must not be included. Replacement of personnel is subject to the provisions specified in the Revised IRR of RA 9184 Sec. 33.3.

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PERSONNEL	ROLE	MIN. NO.
Account Manager	<p>The person representing the System Developer for issues and concerns about the contract &amp; project deliverables.</p> <p>Preferably has at least one year of experience in the position and with appropriate training certifications.</p>	Please see note
Project Manager	<p>The person responsible for the management, and execution of the project</p> <p>Preferably with project management experience of at least three (3) years. Project Management certification can substitute for two (2) years of experience provided he/she has at least one (1) year of experience.</p>	1
Business Analyst	<p>The person in charge of analyzing the existing business processes and formulating solutions thereof.</p> <p>Preferably has at least three (3) years of experience in business analysis and with a Computer Science/IT Degree and with appropriate training certifications.</p>	1
Software Architect	<p>The person in charge of CEBMIS architecture &amp; data structural design.</p> <p>Preferably has at least three (3) years of experience in architecting IS frameworks, with a Computer Science/IT Degree and with appropriate training certifications.</p>	Please see note
Systems Analyst & Designer	<p>The person in charge of defining CEBMIS program requirements and specifications.</p> <p>Preferably has at least three (3) years of experience in systems analysis &amp; design, with a Computer Science/IT Degree, and with appropriate training certifications.</p>	Please see note
Software Development Engineers/Testers	<p>Persons who will build: program, code, and test CEBMIS.</p> <p>Preferably has at least three (3) years of experience in software development and with a Computer Science/IT Degree, TESDA, DICT certification or equivalent.</p>	3



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Database Specialist	<p>The person in charge of installing, administering, maintaining &amp; performance-tuning Relational Database Management System (RDBMS) databases.</p> <p>Preferably has at least three (3) years of experience in RDBMS databases, with a Computer Science/IT Degree, and with appropriate training certifications.</p>	Please see note
Hardware Engineer	<p>The person in charge of installing &amp; tuning the hardware &amp; operating systems and any associated computing devices.</p> <p>Preferably has at least three (3) years of experience in hardware set-up &amp; configuration, and performance tuning, with a Computer Science/IT/Computer Engineering Degree, and with appropriate training certifications.</p>	Please see note
Trainer	<p>Person(s) in charge of training CHR personnel</p> <p>Preferably has at least three (3) years of experience in training, a graduate of any four (4) year course, and with appropriate training certifications.</p>	1
Technical Documenter	<p>The person in charge of project documentation</p> <p>Preferably has at least two (2) years of experience in technical documentation, a graduate of any four (4) year course, and with appropriate training certifications.</p>	Please see note
<b>TOTAL (minimum physical count)</b>		<b>6</b>

Note: This means a single person can be assigned to perform several overlapping roles.

#### IX. SHORTLISTING CRITERIA

Company Capability in Implementing Software Development Projects		Percentage
a) Engagement in Software Development business.		20%
Rating Scale		
No. of Years	Rate	
20 yrs. and above	20%	
11 yrs. to 19 yrs.	The rate is equal to the number of years (ex. 15 yrs. are equivalent to 15%)	
10 yrs. and below	10%	

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<p>b) Total number of Software Development projects implemented or completed in the past five (5) years. The required minimum no. of completed projects is five (5).</p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>No. of Projects</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>20 and above</td> <td>30%</td> </tr> <tr> <td>17 – 19</td> <td>28%</td> </tr> <tr> <td>14 – 16</td> <td>25%</td> </tr> <tr> <td>11 – 13</td> <td>23%</td> </tr> <tr> <td>8 – 10</td> <td>20%</td> </tr> <tr> <td>5 – 7</td> <td>15%</td> </tr> <tr> <td>Below 5</td> <td>Disqualified</td> </tr> </tbody> </table>	No. of Projects	Rate	20 and above	30%	17 – 19	28%	14 – 16	25%	11 – 13	23%	8 – 10	20%	5 – 7	15%	Below 5	Disqualified	30%
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Below 2	Disqualified																
<p>d) Total number of technical/software development personnel employed by the company (excluding non-technical personnel e.g. Human Resources, etc.)</p> <p><b>Please submit a list of technical positions and their corresponding number of personnel employed by the company.</b></p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>No. of Technical Personnel</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>20 and above</td> <td>40%</td> </tr> <tr> <td>16 – 19</td> <td>35%</td> </tr> <tr> <td>12 – 15</td> <td>30%</td> </tr> <tr> <td>9 – 11</td> <td>25%</td> </tr> <tr> <td>6 – 8</td> <td>20%</td> </tr> <tr> <td>Below 6</td> <td>Disqualified</td> </tr> </tbody> </table>	No. of Technical Personnel	Rate	20 and above	40%	16 – 19	35%	12 – 15	30%	9 – 11	25%	6 – 8	20%	Below 6	Disqualified	40%		
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<b>TOTAL</b>	<b>100%</b>																

**Passing rate: 50%**

**X. TECHNICAL EVALUATION CRITERIA**  
(Annex A)

**XI. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) for the project is Three Million Five Hundred Thousand Pesos (Php 3,500,000.00) inclusive of all existing and applicable government taxes and charges.

**XII. PROPOSED TERMS OF PAYMENT**

The CHR, upon written request of the System Developer Company, shall pay the mobilization fee in an amount equal to Fifteen Percent (15%) of the total contract price. The mobilization fee shall be made only upon submission of the

4



System Developer Company and acceptance by the CHR of the written request, Irrevocable Standby Letter of Credit / Security Bond / Bank Guarantee issued by a surety or insurance company duly accredited by the Insurance Commission and confirmed by the CHR. Recoupment of the mobilization fee shall be equally deducted from the first three (3) tranches of payment.

Tranches	Deliverables	Progress Payment
1	<p>Project Planning, Requirements Gathering, and Solution Design Phase</p> <ul style="list-style-type: none"> <li>• Approved Inception Report and Work Plan</li> <li>• Approved System Requirements Specification (SRS) Documents by Commission on Human Rights-Project Steering Committee (CHR-PSC)</li> <li>• Approved System Design Specifications (SDS) Documents by CHR-PSC</li> </ul>	30%
2	<p>Solution Customization, User Acceptance Test, and Integration Test Phase</p> <ul style="list-style-type: none"> <li>• Installed working CEBMIS system to the CHR Server for the UAT, accepted by CHR-PSC. Modules should be integrated and the Integration Test is part of the UAT.</li> <li>• User Acceptance Completion Report</li> <li>• Program documentation</li> <li>• System release (beta version with test data) Approved by CHR-PSC</li> </ul>	30%
3	<p>Deployment of Completed System</p> <ul style="list-style-type: none"> <li>• Successfully installed working CEBMIS system to the CHR Staging and Production Server</li> <li>• Final source codes and necessary installation files</li> </ul>	25%
4	<p>Knowledge Transfer and Project Closure</p> <ul style="list-style-type: none"> <li>• Training and Submission of Manuals <ul style="list-style-type: none"> <li>○ CEBMIS training</li> <li>○ CEBMIS installation, backup, and recovery manual</li> <li>○ User's manual</li> <li>○ CEBMIS System Administration Manual that includes the table relationship and definition</li> </ul> </li> <li>• Certificate of Project Completion and Acceptance</li> <li>• Project Final Report</li> <li>• Warranty Certificate for one (1) year period with a three (3) month handholding support period to assist the CHR in parallel testing through onsite support or helpdesk remote facility. The three (3) month handholding support period is included in the one (1) year warranty period.</li> </ul>	15%
	TOTAL	100%

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The ten percent (10%) Retention Money shall be proportionately deducted from each progress payment as a reserve fund for system bugs/errors that may occur within the warranty period. The System Developer Company may, however, request the release of the Retention Money subject to submission of the following:

- a. Warranty Security in the form of Cash, Bank Guarantee, Irrevocable Standby Letter of Credit from Commercial Bank, GSIS or Surety Bond callable upon demand, and
- b. Certification from the End User that the project is complete, inspected and accepted;

Payment will be processed after the submission and acceptance of the completed deliverables and receipt of the Statement of Account (SOA) subject to a reduction of applicable government taxes and charges including the 10% retention fee.

### **XIII. MODE OF PROCUREMENT**

The mode shall be via Public Bidding based on the Implementing Rules and Regulations (IRR) of the Republic Act 9184.

### **XIV. OWNERSHIP, CONFIDENTIALITY, AND PRIVACY OF DATA**

To ensure the security, confidentiality, and privacy of all personal data entrusted to the Commission which may be rendered vulnerable to unauthorized processing throughout the duration of this project, the Selected Bidder must have the following requirements prior to their engagement with the Commission. To wit:

1. Data Protection Officer registered to the National Privacy Commission;
2. Data privacy policies and manuals;
3. Data breach response team and protocols;
4. Signing of a Data Sharing Agreement (DSA) with the CHR; and
5. Signing of Non-Disclosure Agreements (NDA) by all personnel that will be involved in the project;

Furthermore, the Selected Bidder shall be made aware and comply with the following throughout their engagement with the CHR, to wit:

1. Should the Selected Bidder require personal data for the development of the Information System, they shall only be provided with dummy data to minimize potential liability to both parties;
2. All records entered by CHR personnel in the Information System are owned by the CHR and shall only be processed with explicit documented instructions from CHR;
3. The Selected Bidder shall abide by the provisions stipulated in the Data Privacy Act of 2012.

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