



**SOCIAL SECURITY SYSTEM**

**PHILIPPINE BIDDING DOCUMENTS**

Sixth Edition

# Procurement of GOODS

**SUPPLY, DELIVERY, INSTALLATION INTO  
OPERATIONAL STATE, AND  
MAINTENANCE OF AN INVESTMENT  
MANAGEMENT SYSTEM (IMS)**

ITB-SSS-Goods-2022-012

JANUARY 2022

Government of the Republic of the Philippines

  
**GILDA VICTORIA G. MENDOZA**  
Chairperson, TWG

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

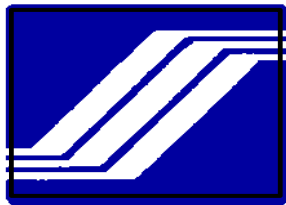
**SLCC** – Single Largest Completed Contract.

**SSS** – Social Security System

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

***Section I. Invitation to Bid***



REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**  
 East Avenue, Diliman, Quezon City  
 Tel. Nos. (632)8709-7198\*(632)8920-6446

E-mail: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph)\*Website <http://www.sss.gov.ph>

**Invitation to Bid**  
**ITB-SSS-Goods-2022-012**

**SUPPLY, DELIVERY, INSTALLATION INTO OPERATIONAL STATE, AND  
 MAINTENANCE OF AN INVESTMENT MANAGEMENT SYSTEM (IMS)**

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
<p><b>₱ 51,000,000.00</b>            (inclusive of Value Added Tax,            Out-of-Pocket Expenses and            all other related expenses)            broken down as follows:</p> <p><b>₱5,000,000.00</b>            Hardware (Acquisition Cost) –            Capital Outlay (CO)</p> <p><b>₱22,500,000.00</b>            Software (Acquisition Cost) –            Capital Outlay (CO)</p> <p><b>₱16,800,000.00</b>            Project Implementation –            Capital Outlay (CO)</p> <p><b>₱6,700,000.00</b>            Maintenance Cost (Hardware            and Software) – (MOOE)</p> <p>Approved 2022 Corporate            Operating Budget for Capital            Outlay (CO) and MOOE with            Code PAP 2022-017 of the            Annual Procurement Plan            (APP)</p>	<p>Installation of            the IMS into            fully            operational            status is            required            within ten            (10) calendar            months after            issuance of            Notice to            Proceed            (NTP) and            signed            contract</p>	<p>₱27,500.00</p>	<p>January 26, 2022            (Wednesday)            2:30 p.m.</p>	<p>February 16, 2022            (Wednesday)            2:00 p.m.</p>

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.

5. A complete set of Bidding Documents may be acquired by interested bidders starting **18 January 2022 up to the scheduled submission & receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents in the amount specified above.

The mode of payment will be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

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

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.

**The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 25 January 2022, through e-mail address [bac@sss.gov.ph](mailto:bac@sss.gov.ph), the following:**

- a. Name of the representative and e-mail address; and
- b. Technical and administrative queries.

7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.

Bid opening shall be on the date and time specified above at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
9. The SSS 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.

11. For further information, please refer to:

**Bids & Awards Committee**

**The Secretariat**

2<sup>nd</sup> Flr., SSS Main Bldg., East Ave., Diliman, Q.C.

Tel # (632) 8922-1070; 8709-7198 local 5492/6382

Email – [bac@sss.gov.ph](mailto:bac@sss.gov.ph)

12. Bidding Documents may be downloaded from PROCUREMENT tab at [www.sss.gov.ph](http://www.sss.gov.ph) starting **18 January 2022**.

  
CS220117e05  
**THE CHAIRPERSON**  
**BIDS & AWARDS COMMITTEE**  


ref.: itb-sss-goods-2022-012-SDI of an IMS



## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, *Social Security System* wishes to receive Bids for the Supply, Delivery, Installation into Operational State and Maintenance of an Investment Management System (IMS), with identification number *ITB-SSS-Goods-2022-012*.

The Procurement Project (referred to herein as “Project”) is composed of single lot, the details of which are described in Section VII (Technical Specifications).

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for CY 2022 in the amount of Sixty-six Million Four Hundred Thousand Pesos (P66,400,000.00).

2.2. The source of funding is: Approved 2022 Corporate Operating Budget for Capital Outlay (CO) and MOOE with Code PAP 2022-017 of the Annual Procurement Plan (APP).

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City and/or through online conference using Microsoft Teams** as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which 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. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for **One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 7 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Investment Management Software dealing with Trust Operations, Financial Management, Asset Management, and/or Treasury Management.</li> <li>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ol>							
7.1	Subcontracting is not allowed.							
12	The price of the Goods shall be quoted DDP delivered at 6 <sup>th</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Form of Bid Security</th> <th style="width: 40%; text-align: center;">Amount of Bid Security (Not less than the Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">Two percent (2%) or Php1,020,000.00</td> </tr> <tr> <td style="padding: 5px;">Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> </tr> <tr> <td style="padding: 5px;">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center; vertical-align: middle;">Five percent (5%) or Php 2,550,000.00</td> </tr> </tbody> </table> <p style="margin-left: 20px;">* Bank issued securities must be issued by a universal/commercial bank.</p> <p style="margin-left: 20px;">* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p style="margin-left: 20px;">* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or Php1,020,000.00	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or Php 2,550,000.00
Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)							
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or Php1,020,000.00							
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.								
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or Php 2,550,000.00							



19.3	<p>The ABC is <b>₱51,000,000.00</b> (inclusive of Value Added Tax, Out-of-Pocket Expenses and all other related expenses), broken down as follows:</p> <p><b>₱ 5,000,000.00</b> – Hardware (Acquisition Cost) – Capital Outlay (CO)  <b>₱ 22,500,000.00</b> – Software (Acquisition Cost) – Capital Outlay (CO)  <b>₱ 16,800,000.00</b> – Project Implementation – Capital Outlay (CO)  <b>₱ 6,700,000.00</b> – Maintenance Cost (Hardware and Software) – MOOE</p> <p>Any bid with a financial component exceeding the amount per item shall not be accepted.</p>
20.1	Not Applicable.
20.2	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"> <li>1. Registration certificate from Securities and Exchange Commission (SEC) for corporation including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document</li> <li>2. Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;</li> <li>3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</li> <li>4. Latest Audited Financial Statements</li> <li>5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS);</li> <li>6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS);</li> </ol>
21.1	Not Applicable.

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## 5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b>Goods supplied from Abroad</b></p> <p>The delivery terms applicable to the Contract are DDP delivered at 6<sup>th</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City. In accordance with INCOTERMS.</p> <p><b>Goods supplied from within the Philippines</b></p> <p>The delivery terms applicable to this Contract are delivered at 6<sup>th</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Ms. Gilda Victoria G. Mendoza, Vice President, Investments Support Division.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **six (6) years**.

Spare parts or components shall be supplied as promptly as possible, but in any case, **within two (2) months** of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

**Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>Mode of payment shall be progress billing based on the proposed payment schedule specified in <b>Annex A. Payment Milestones</b> and shall be credited to the LANDBANK or DBP account of the service provider.</p> <p>No payment will be made until the completion and subsequent user acceptance of the respective milestone deliverable. The Winning Bidder is required to submit with each request for payment, a certification of the completion of the performance milestone deliverable for which the payment is requested.</p> <p>All warranties shall start after date of user acceptance/ IMS Go live.</p> <p>The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.</p> <p>Payment using Letter of Credit is not allowed.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p>A. <u>DURING POST-QUALIFICATION</u></p> <p>The SSS Technical Working Group (TWG) shall conduct site visits of the bidder’s existing completed installations to evaluate the system based on the mandatory requirements of this bid.</p> <p>B. <u>PERFORMANCE / ACCEPTANCE TESTING</u></p> <p>For purposes of acceptance, the Winning Bidder must supply, deliver, implement, and test all components. (<b>See Annex B for Acceptance Criteria</b>)</p>



	<p>The test/acceptance shall be conducted by the SSS TWG/ Process Owners/Implementation Team/ All IMS Users, and designated ITMG technical staff.</p> <p>Immediately upon successful completion of the performance testing, SSS shall notify the Winning Bidder in writing of acceptance of the product and authorize payment subject to the usual COA rules and regulations.</p> <p>If successful completion of the performance testing is not attained within thirty (30) calendar days from installation date, SSS shall have the option of terminating the contract or continuing the performance test.</p> <p>However, in continuing the performance test, a daily penalty of 1/10 of 1% of the contract price shall be imposed on the bidder.</p> <p>The SSS' option to terminate the contract shall remain in effect until such time a successful completion of the performance test is attained. However, when the penalty amount has reached 10% of the total contract price, the SSS shall have the option to automatically terminate the contract.</p> <p>Upon cancellation of the contract, SSS will forfeit the performance security and the contract may be awarded to the next bidder with Lowest Calculated and Responsive Bid.</p> <p>In awarding the contract to the bidder with the next Lowest Calculated and Responsive Bid, the forfeited performance security will be applied to the difference in the bid price. If the forfeited performance security is insufficient, the bidder whose bond was forfeited shall shoulder the remaining difference in cost.</p>
5.1	<p>A two (2) year warranty is required on all delivered goods and shall take effect immediately after the date of user acceptance/ IMS Go live and upon the favorable recommendation of the Implementation Team/Process Owners/All IMS Users. Said warranty, in addition to the provisions of GCC Clause 5 and to the expressed or implied warranties, as provided for under Philippine Laws, shall include, as follows:</p> <ul style="list-style-type: none"> <li>a) The winning bidder should warrant that should there be announced improvements on the proposed product and/or any of its components, after date of submission of proposals and before date of implementation, such improved product or its components should be delivered to and installed at the SSS by the winning bidder without affecting the submitted bid price proposal.</li> <li>b) If announced improvement is made within six (6) months after installed product has already been accepted for SSS use, the winning bidder must replace already installed product or its components with the improved product or its components at no additional cost to SSS.</li> <li>c) During the warranty period, SSS should be entitled to all applicable software version upgrades (OS, bundled software), security patches, and feature packs at no additional cost to SSS.</li> <li>d) During the warranty period, winning bidder must provide maintenance support, consisting of Preventive and Remedial Services on all delivered products and/or its components. Details of said preventive and remedial services are described in Item 4 of Section VII. Technical Specifications.</li> </ul>
5.2	<p>The period for correction of defects during the warranty period is within two (2) hours upon receipt of notice, either through phone, electronic communication, or in</p>

	<p>writing. The Winning Bidder’s technicians/engineers must address the problem by making a phone call to the concerned SSS unit. If the problem persists, the Winning Bidder’s technicians/engineers must address the problem onsite.</p>
<p>6</p>	<p><b>Liability of the Supplier</b></p> <p>1. <b>CONFIDENTIALITY.</b> Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.</p> <p>The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> <p>2. <b>MERGER AND CONSOLIDATION.</b> In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement.</p> <p>3. <b>FORCE MAJEURE.</b> SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.</p> <p>For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> <p>4. <b>NON-ASSIGNMENT.</b> SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.</p>

5. **WAIVER.** Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

6. **CUMULATIVE REMEDIES.** Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.

7. **NO EMPLOYER-EMPLOYEE RELATIONSHIP.** It is expressly and manifestly understood and agreed upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER.

The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.

8. **PARTNERSHIP.** Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.

9. **COMPLIANCE WITH SS LAW.** SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from SUPPLIER's receivables under this Agreement.

Further, prescription does not run against SSS for its failure to demand SS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.

10. COMPLIANCE WITH LABOR LAWS. SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.

11. COMPLIANCE WITH TAX LAWS. SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.

As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.

12. LIQUIDATED DAMAGES. If SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.

13. HOLD FREE and HARMLESS. SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.

SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to SUPPLIER's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER's obligations under this Agreement.

14. SETTLEMENT OF DISPUTES. If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the "Arbitration Law" and RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," in order to settle their disputes.

No arbitration in respect of this matter may be commenced unless such notice is given.

Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.

15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.

16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.

17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.

18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.

19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivered, Weeks/Months
1	<p><b>Supply, Delivery, and Installation into Operational State of one (1) unit of Investment Management System (IMS)</b></p> <p><b>KEY FEATURES OF SSS REQUIRED SYSTEM SOLUTION ARE AS FOLLOWS:</b></p> <p>A. Should have a module for equity and fixed income investments that has, among others, the following features/ capabilities:</p> <ul style="list-style-type: none"> <li>▪ Front-, middle-, and back-end trading support (<i>Refer to Annex D for Conceptual IMS Framework</i>)</li> <li>▪ Performs simulations for trading/ risk management</li> <li>▪ Automates portfolio / profits monitoring</li> <li>▪ Automates reports generation</li> <li>▪ Facilitates compliance and settlement activities</li> <li>▪ Audit trail</li> </ul> <p><i>Refer to Annex E for Organizational Structure</i></p>	1	<p>Installation of the IMS into fully operational status is required within ten (10) calendar months after issuance of Notice to Proceed (NTP) and signed contract.</p>
	<p>B. Should integrate information held by SSS investment units thereby providing senior officers and technical staff with up-to-date information on investments in various types of investment instruments as well as automate manual aspects of investment-related activities</p>		
	<p>C. Should have the ability to handle the trading and management of other investment instruments such as government securities, bonds, currencies, derivatives, etc.</p>		
	<p>D. For existing systems not covered by this project of the SSS, both internal and external (e.g., Loans Management System, Financial Accounting System (FAS), GL System (SAP-FI), Real Property and Lease Management System (RPLMS), Bloomberg, Technistock,</p>		

Item Number	Description	Quantity	Delivered, Weeks/Months
	Reuters, PDTC, Registry of Scripless Securities (ROSS), PDEx, PSE, Bureau of Treasury), the bidder must ensure that these are considered in the design and implementation of the IMS.		
	E. The system functions shall be compliant with applicable standards and legal requirements (e.g., IAS/PAS 39, IFRS/PFRS 9, and other applicable standards and tax laws).		
	F. Should provide users with the capability to create query screens		
	G. Should provide users with the capability to modify workflow processes within the system		
	<p>H. Should support the requirements such as:</p> <ul style="list-style-type: none"> <li>▪ Can generate customized Accounting reports based on user's specification;</li> <li>▪ Has the capability to upload and download data thru text file;</li> <li>▪ Reports must be viewable and exportable to spreadsheets and text format;</li> <li>▪ Can efficiently compute mark to market gain/loss; and</li> <li>▪ Can generate report upon manual trigger or scheduled job.</li> </ul>		
	I. Should support mobile devices for viewing of executive management dashboards and real-time positions of securities, as well as for trading securities		
	<b>A. HARDWARE REQUIREMENTS</b>		
	a. The application must support minimum of 30 concurrent users. Licensing structure of the application should be specified.	30	
	<p>b. There will be two (2) servers or sets of servers and software that should be sized for the SSS IMS production roll-out, and these are defined as follows:</p> <ul style="list-style-type: none"> <li>▪ One for Production (PROD)</li> <li>▪ One for the Disaster Recovery Center (DRC), to be located off-site</li> </ul>	2	

Item Number	Description	Quantity	Delivered, Weeks/Months
	<i>Refer to Annex F for Information Communications Technology (ICT) Infrastructure.</i>		
	<b>c. 30 sets of Desktop Computers/Workstations</b>	30	Ninety (90) calendar days after issuance of Notice to Proceed (NTP) and signed contract.
2	<b>Documentation</b>		Within ten (10) calendar months after issuance of Notice to Proceed (NTP) and signed contract.
	a. Installation and Systems Manual		
	▪ Hard Copies	1	
	▪ USB Copies	1	
	b. User's Operations Manual		
	▪ Hard Copies	1	
	▪ USB Copies	1	
	c. Application Source Code (IMS) Note: The winning bidder will be required to provide source code of customized features to suit SSS requirements.		
	▪ USB Copies	1	
	d. System Administrator's Manual		
	▪ Hard Copies	1	
	▪ USB Copies	1	
3	<b>Training</b>		Simultaneous with Application Development
	a. Manufacturer Certified Technical Training	5 pax	
	b. Administration Technical Training	5 pax	
	c. End-user Application Training	60 pax to be trained by the winning bidder	To commence immediately after product has been accepted



<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
4	<b>Preventive and Remedial Services</b> within the required 2-year warranty period for Hardware and Software.		Semi-annual Maintenance to commence after acceptance of product
5	<b>3-year Maintenance Service</b> for Hardware and Software.		Quarterly maintenance to commence beginning the lapse of the two (2) year warranty period.
6	<b>Project Management</b> Preparation of a Project Plan and co-managing the implementation project.		To commence three (3) days immediately after issuance of Notice to Proceed (NTP) and signed contract.

## ***Section VII. Technical Specifications***

# 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.*

ITEM	SPECIFICATION		STATEMENT OF COMPLIANCE
1	<b>HARDWARE TECHNICAL SPECIFICATIONS</b>		
1.1	<b>Data Base and Application Servers</b>		
	<ul style="list-style-type: none"> <li>• One (1) in main data center and one (1) in business recovery center</li> </ul>		
1.1.1	Form Factor	2U rack-mount	
1.1.2	Processor	2x Processor 3.3GHz with 8 cores, 16 threads, 2933 MHz Max Memory Speed	
1.1.3	Memory	4x 16GB DDR4 2933MHz (2Rx8 1.2V) RDIMM	
		Supports up to 3TB	
		Offers protection in the event of a non-correctable memory failure with Single Device Data Correction (SDDC, also known as Chipkill, requires x4-based DIMMs), Adaptive Double Device Data Correction, Error correction code (ECC), memory mirroring, memory rank sparing, patrol scrubbing, and demand scrubbing.	
1.1.4	Storage	5x 2.5" 2.4TB 10K SAS 12Gb Hot Swap 512e HDD, Configured in Raid 10 + Hot Spare	
		2x M.2 240GB SATA 6Gbps Non-Hot Swap SSD, Hardware-Based Mirroring	
		Must have 24 x 2.5" Disk Bays	
1.1.5	RAID Controller	12 Gbps SAS/SATA RAID controller that supports RAID 0, 1, 10, 5, 50, 6, 60 with 4GB Cache. Supports 24 drives.	

ITEM	SPECIFICATION		STATEMENT OF COMPLIANCE
1.1.6	Power Supply	2x 1100W (230V/115V) Platinum Hot-Swap Power Supply Supports up to two redundant hot-swap 550 W, 750 W, or 1100 W (100 - 240 V), or 1600 W (200 - 240 V) High Efficiency Platinum AC power supplies	
1.1.7	Cooling	Six hot-swap system fans with N+1 redundancy.	
1.1.8	Connectivity	4-port 10Gb 4-port Base-T LOM 2x 10/25GbE SFP28 2-port PCIe Ethernet Adapter 4x 5m Passive 25G SFP28 DAC Cable Compatible with SSS existing Top-Of-Rack Switch Supports optional mezzanine LOM (ML2) slot for dual-port 10 GbE cards with SFP+ or RJ-45 connectors or single- or dual-port 25 GbE cards with SFP28 connectors	
1.1.9	PCI Expansion Slot	Supports up to seven PCIe slots	
1.1.10	Included License	Windows Server 2019 Standard for 16 Cores and Lenovo XClarity Pro for 5 Years	
1.1.11	Systems Management	Must be manageable by the existing XClarity Pro Management software Supports a UEFI-based tool, accessible from F1 during boot, to provide system inventory information, graphical UEFI Setup, platform update function, RAID Setup wizard, operating system installation function, and diagnostic functions. Supports a UEFI-based tool, accessible from F1 during boot, to provide system inventory information, graphical UEFI Setup, platform update function, RAID Setup wizard, operating system installation function, and diagnostic functions. A system of LEDs on various external and internal components of the server that leads you to the failed component. When an error occurs, LEDs are lit on the front I/O assembly, the rear panel, the system board, and the failed component to simplify servicing, speeds up problem resolution, and helps improve system availability. Continuously monitors system parameters, triggers alerts, and performs recovery actions in case of failure to minimize downtime with Built-in Server Management Module	

ITEM	SPECIFICATION		STATEMENT OF COMPLIANCE
1.1.12	Compliance	Must be able to provide proactive alerts for processors, voltage regulators, memory, internal storage (SAS/SATA HDDs and SSDs, NVMe SSDs, M.2 storage, flash storage adapters), fans, power supplies, RAID controllers, and server ambient and sub-component temperatures	
1.1.13	Operating Environment	United States FCC Part 15, Class A Canada ICES-003/NMB-03, Class A UL/CSA 0950-1 Mexico NOM-019 Argentina IEC60950-1 Japan VCCI, Class A Australia/New Zealand AS/NZS CISPR 22, Class A China CCC GB4943.1, GB9254 Class A, GB17625.1 Taiwan BSMI CNS13438, Class A; CNS14336-1 Korea KN22, Class A; KN24 Russia/GOST ME01; IEC-60950-1; GOST R 51318.22, 51318.24, 51317.3.2, and 51317.3.3 IEC 60950-1 (CB Certificate and CB Test Report) Europe CE Mark (EN55022 Class A, EN60950-1, EN55024, EN61000-3-2, EN61000-3-3) CISPR 22, Class A Germany TUV-GS (EN60950-1 /IEC60950-1,EK1-ITB2000) Reduction of Hazardous Substances (ROHS) Energy Star 2.1	
1.1.14	Warranty	For hardware, the warranty period shall be two (2) year warranty and three (3) year maintenance after the warranty period	
1.1.15	Provide partition for development platform <ul style="list-style-type: none"> <li>• development platform should be provided for customized functionalities of the IMS</li> </ul>		
<b>1.2</b>	<b>DESKTOP COMPUTERS/WORKSTATIONS (30 units)</b>		
1.2.1	PROCESSOR	2 Cores, 4 Threads, 3 MB L3 Cache, Latest Generation chipset	
1.2.2	MEMORY	8 GB 2133 MHz DDR4 (2 x 4 GB DIMMs - Dual Channel)	
1.2.3	HARD DRIVE	512 GB SSD	
1.2.4	VIDEO CARD	Integrated, with at least 1GB shared RAM	
1.2.5	NETWORK INTERFACE CARD	<ul style="list-style-type: none"> <li>• On-board Ethernet 10/100/1000 mbps</li> <li>• Built-in Wireless LAN Adapter (802.11 ac)</li> </ul>	

ITEM	SPECIFICATION		STATEMENT OF COMPLIANCE
1.2.6	USB PORT	6 On-board USB ports <ul style="list-style-type: none"> <li>• At least two (2) ports located at the front panel</li> <li>• At least two (2) USB 3.0 ports</li> </ul>	
1.2.7	AUDIO PORT	On-board Audio ports <ul style="list-style-type: none"> <li>• Audio-out</li> <li>• Headphone and microphone connector or combo on front panel</li> </ul>	
1.2.8	CASING	SFF Desktop: Maximum height is 4 inches	
1.2.9	MONITOR:	At least 23" Wide LED,1920X1080, DVI or HDMI or Display Port ( <i>must be the same brand with CPU</i> )	
1.2.10	VIDEO INTERFACE:	DVI or HDMI or Display Port	
1.2.11	MOUSE:	USB Optical Wheel Mouse with Mouse Pad ( <i>must be the same brand with CPU</i> )	
1.2.12	KEYBOARD:	USB QWERTY – 104 Keys ( <i>must be the same brand with CPU</i> )	
1.2.13	OPERATING SYSTEM:	<ul style="list-style-type: none"> <li>• WINDOWS 10 Professional (64-bit) OS</li> <li>• Must be Original Equipment Manufacturer (OEM) License</li> <li>• Proposed hardware must have a certification from the manufacturer stating the hardware can run WINDOWS 10 Professional (64-bit) OS</li> </ul>	

Item	Specification		Statement of Compliance			
			Yes		No	
			Standard Feature	Customized Feature		
2	<b>FUNCTIONAL REQUIREMENTS</b>	Description				
	<i>A. Front Office – Equities – Research and Portfolio Management</i>					
	<b>PORTFOLIO MANAGEMENT</b>					
	1. Portfolio Optimization	<p>The system should be able to generate reports from various master files within the IMS for use in the equity portfolio optimization process.</p>	<p>Able to extract the following data from various databases:</p> <ul style="list-style-type: none"> <li>• Stock Code</li> <li>• Target Price</li> <li>• Expected Dividend Yield</li> <li>• Charter Limits</li> <li>• Stock Limits</li> <li>• Concentration Limits</li> </ul>			
		<p>The system should have the facility to capture information from user-defined worksheet(s) in the equity portfolio optimization process.</p>	<p>Able to extract / pull the following data from user-defined worksheets for equity portfolio optimization</p> <ul style="list-style-type: none"> <li>• Model Portfolio (per stock) <ul style="list-style-type: none"> <li>○ Current Shares</li> <li>○ Proposed Value</li> <li>○ Proposed Shares</li> <li>○ Required Value</li> <li>○ Shares to Sell/Buy</li> <li>○ Action</li> </ul> </li> <li>• Sharpe Ratio</li> <li>• PSEI Sharpe Ratio</li> <li>• Value at Risk (VaR)</li> <li>• Sectoral Allocation</li> <li>• Sensitivity Analysis</li> <li>• Target Price</li> <li>• Expected Yield</li> <li>• Latest Close</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	The system should perform completeness check for mandatory information needed for the optimal portfolio report.	Checks the completeness of mandatory fields from the uploaded excel file			
	The system should be able to generate an optimal portfolio report.	Generates optimal portfolio report incorporating data from the Excel-based equity portfolio optimization worksheet			
2. Stock Assignment	The system should be able to generate reports from various master files within the IMS for use in the daily stock assignment process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Trader identities</li> <li>• Trader limits</li> <li>• Broker allocation</li> <li>• Previous trader-stock allocations</li> <li>• Stock performance to date for the month</li> <li>• Trader percentage of transactions for the month/year (per trader)</li> </ul>			
	The system should have the facility to capture information from user-defined worksheet(s) in the daily stock assignment process.	Able to extract / pull the stock assignment data from user-defined worksheets			
	The system should be able to link the stock assignments with the order routing process, trader control rating and transaction database file (trade blotter).	Limit stocks available for order per trader only on the stock assignments for the day			
3. Broker Allocation	The system should be able to generate reports from various master files within the IMS for use in the daily broker allocation process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> <li>• Accredited Brokers</li> <li>• Broker Limits</li> <li>• Broker Ratings</li> <li>• Broker Status</li> </ul>			



Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	The system should have the facility to capture information from user-defined worksheet(s) in the broker allocation process.	Able to extract / pull the broker allocation data from user-defined worksheets			
	The system should be able to verify if the broker has been accredited.	Verifies if the broker has already been created in Stock Master File			
	The system should be able to capture numerical values for the amount allocated to brokers.	Performs edit checks for the broker allocation from the uploaded excel file			
	The system should be able to keep track the remaining broker allocation amount.	Maintains and shows the remaining broker allocation			
<b>RESEARCH</b>					
1. Fundamental Analysis	The system should be able to accept the fundamental analysis data entered by the user.	Captures data input such as: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Recommendation (Select - hold, sell, buy)</li> <li>• Other fundamental analysis data</li> </ul>			
	The system should be able to verify if the stock have been accredited.	Verifies if the stock code has already been created in Stock Master File			
	The system should be able to extract/pull the market data from MDV.	Captures the following data from MDV and allows modification by the user <ul style="list-style-type: none"> <li>• Stock target price</li> <li>• Expected dividend yield</li> <li>• Other market data</li> </ul>			
	The system should be able to reflect the system date upon fundamental analysis update.	Displays the system date when the recommendation was entered			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	The system should be able to accept the financial ratio entered by the user.	Captures and stores the following data input: <ul style="list-style-type: none"> <li>• Debt ratio</li> <li>• Debt to equity ratio</li> <li>• Liquidity ratio</li> <li>• Return on equity</li> <li>• Return on assets</li> <li>• Net profit margin</li> <li>• Other financial ratios (user-defined)</li> </ul>			
	The system should maintain a document repository.	Able to store the following files on a per company basis: <ul style="list-style-type: none"> <li>• Brokers' fundamental reports</li> <li>• Company financial documents</li> <li>• In-house fundamental analysis</li> <li>• Other files</li> </ul>			
	The system should have a maker-checker facility for the fundamental analysis.	Notifies the reviewer/checker for the fundamental analysis entered in the system			
		Requires the reviewer/checker to approve the fundamental analysis entered in the system before it can be viewed by the Portfolio Managers / Traders			
	The system should be able to tag each fundamental research output with a status.	Shows the following status of fundamental research output: <ul style="list-style-type: none"> <li>• For review</li> <li>• For approval</li> <li>• For amendment</li> <li>• Other status</li> </ul>			
	The system should be able to present the fundamental analysis data in tabular format for the users.	Generates summary tables for Portfolio Manager / Trader which contain the following: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Stock target price</li> <li>• Expected dividend yield</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>• Recommendation (hold, sell, buy)</li> <li>• Recommendation date</li> <li>• Other details as deemed necessary</li> </ul>			
	The system should be able to accept the broker's recommended price entered by the user.	Captures broker's recommended stock price			
		Able to generate graphs indicating the date of a broker's fundamental analyst target price, as well as the stock price behavior thereafter			
2. Technical Analysis	The system should be able to accept the technical analysis data entered by the user.	Captures data input such as: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Trend (Select - up, down, sideways) indicators</li> <li>• Momentum</li> <li>• Volume indicators</li> <li>• Volatility indicators</li> <li>• Recommendation (Select - hold, sell, buy and other recommendations)</li> <li>• Others</li> </ul>			
	The system should be able to reflect the system date upon technical analysis update.	Displays the system date when the recommendation was entered			
	The system should maintain a technical research repository.	Able to store the following files on a per company basis: <ul style="list-style-type: none"> <li>• Brokers' technical reports</li> <li>• In-house technical reports</li> <li>• Other files</li> </ul>			
	The system should have a maker-checker facility for the technical analysis.	Notifies the reviewer/checker for the technical analysis entered in the system.			
		Requires the reviewer/checker to approve the technical analysis entered in the system before it can be viewed by the Portfolio Managers / Traders.			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	The system should be able to tag each technical research output with a status.	Shows the following status of fundamental research output: <ul style="list-style-type: none"> <li>• For review</li> <li>• For approval</li> <li>• For amendment</li> <li>• Other status</li> </ul>			
	The system should be able to present the technical analysis data in tabular format for the users.	Generates summary tables for fund manager / trader which contain the following: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Trend</li> <li>• Momentum</li> <li>• Volume indicators</li> <li>• Volatility indicators</li> <li>• Recommendation per stock</li> <li>• Others</li> </ul>			
	The system should be able to accept the broker's recommended price entered by the user.	Captures broker's recommended stock price			
		Able to generate graphs indicating the date of a broker's technical analyst target price, as well as the stock price behavior thereafter			
3. Security Accreditation	The system should be able to set-up and maintain a list of accredited securities by fund.	Captures the following data being inputted by user: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Stock information</li> <li>• "New" or "Existing"</li> <li>• Applicable fund</li> <li>• Other data</li> </ul>			
		Notifies the reviewer/checker for the data entered in the system.			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	The system should have a maker-checker facility for the security accreditation.	Requires the reviewer/checker to approve the data entered in the system before it can be viewed by all users			
<b>B. Front Office – Equities – Trading</b>					
<b>TRADING</b>					
1. Order Routing	The system should have a trading desk.	Shows the following information and their sources: <ul style="list-style-type: none"> <li>• Current position - Securities Inventory</li> <li>• Current working buy orders - Trade Blotter</li> <li>• Current working sell orders</li> <li>• Market data - MDV</li> <li>• Market news - MDV</li> <li>• Trade ticket generator - Trade Details</li> <li>• Other trading information</li> </ul>			
	The system should have a facility for encoding trade details.	Captures the following trade details: <ul style="list-style-type: none"> <li>• Instrument Type (Select: Equity, Corporate Bonds, Government Securities and other instruments)</li> <li>• Stock Code/ISIN (Select from Accredited Equity and Corporate Bonds Master File or data entry for Government Securities - Primary)</li> <li>• Security classification (AFS/HFT/HTM per PAS 39 or FVPL/FVOCI/Amortized Cost per PFRS 9)</li> <li>• Broker Name (Select from Broker Master File)</li> <li>• Volume</li> <li>• Buy/Sell</li> <li>• Order type</li> <li>• Order duration</li> <li>• Basis for trade</li> <li>• Selection of lot/acquisition cost</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>Initial trade allocation to funds</li> <li>Other trade details</li> </ul>			
		Automatically uses the system date as the transaction date			
		Automatically checks the completeness of the data entered in the system			
	The system should automatically perform limit checks upon data entry.	Rejects orders that have breached the charter limits			
		Requires online approval for orders that exceeded all other limits except charter limits			
		Capable of showing a limit check summary with the following details for every order encoded: <ul style="list-style-type: none"> <li>All limit types</li> <li>Amount/units of excess over the limits</li> <li>Remaining margin before limits are breached</li> </ul>			
	The system validates the availability of securities to be sold.	Automatically checks the availability of securities to be sold whether it is certificated or scripless			
	The system automatically assigns a sequential Trade ID.	Automatically assigns a sequential Trade ID for each type of security			
		Does not allow overwriting of the assigned Trade ID			
	The system should have an online facility that allows brokers to view the trades for the day,	Shows only the following information to the broker: <ul style="list-style-type: none"> <li>Instrument Type (Select: Equity, Corporate Bonds, Government Securities and other instruments)</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	<p>i.e., a Web Browser-Based Interface (WBBI). (For Equities, and Government Securities and Corporate Bonds - Secondary)</p>	<ul style="list-style-type: none"> <li>• Stock Code/ISIN (Select from Accredited Equity and Corporate Bonds Master File or data entry for Government Securities Primary)</li> <li>• Broker Name (Select from Broker Master File)</li> <li>• Volume</li> <li>• Buy/Sell</li> <li>• Order type</li> <li>• Order duration</li> <li>• Initial trade allocation to funds</li> </ul>			
	<p>The system should be able to tag each trade with a status.</p>	<p>Tags each trade for Equities with a corresponding status as follows:</p> <ul style="list-style-type: none"> <li>• Pending Approval (Orders awaiting approval)</li> <li>• Unfilled (Default status upon approval and remain unexecuted)</li> <li>• Rejected (Orders that have not been approved)</li> <li>• Accepted (Broker has accepted thru WBBI the assigned trades)</li> <li>• Cancelled (Unexecuted orders that have been cancelled)</li> <li>• Filled (Broker has confirmed thru Web Browser-Based Interface (WBBI) that 100% of the order has been executed)</li> <li>• Partially Filled (Broker has confirmed thru WBBI that less than</li> <li>• 100% of the order has been executed)</li> <li>• Confirmed (Trader has confirmed based on manual checking of broker confirmation)</li> <li>• Settled (Payment has been made)</li> </ul>			

Item	Specification		Statement of Compliance			
			Yes		No	
			Standard Feature	Customized Feature		
		<ul style="list-style-type: none"> <li>Optional (user-defined)</li> </ul>				
		<p>Tags each Government Securities primary issuance with a corresponding status as follows:</p> <ul style="list-style-type: none"> <li>Pending Approval (Orders awaiting approval)</li> <li>Rejected (Orders that have not been approved)</li> <li>Confirmed (Confirmed by BoT)</li> <li>Settled (Payment has been made)</li> <li>Optional (user-defined)</li> </ul>				
		The system should have a facility to update trade status either automatically or via manual input.	Updates the trade status automatically or upon manual trigger			
		The system should have a facility to update trade status either automatically or via manual input.	<p>Allows direct market access to exchanges such as:</p> <ul style="list-style-type: none"> <li>Philippine Dealing Exchange (PDEX)</li> <li>Philippine Stock Exchange (PSE)</li> <li>Others</li> </ul>			
		The system should be able to follow standard status work-flow.	Allows status changes consistent with predetermined status work-flow			
	2. Trade Approval	The system should have a facility to show the list of trades per status.	<p>Capable of showing a trade listing for each of the following status:</p> <ul style="list-style-type: none"> <li>Pending Approval</li> <li>Unfilled</li> <li>Rejected</li> <li>Accepted</li> <li>Cancelled</li> <li>Filled</li> <li>Partially Filled</li> <li>Confirmed</li> <li>Settled</li> </ul>			



Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>Optional (user-defined)</li> </ul>			
	The system should have a facility for automatic routing of trades for approval.	Routes trades directly to the appropriate approvers based on their pre-defined authority levels			
	The system should have a facility for re-routing of trades only to authorized personnel.	Sends the trade order back to the trader if modification is needed			
		<p>Allows the following modifications from the trader:</p> <ul style="list-style-type: none"> <li>Change price</li> <li>Change broker</li> <li>Change security classification (AFS/HFT/HTM per PAS 39 or FVPL/FVOCI/Amortized Cost per PFRS 9)</li> <li>Changes stock Code/ISIN</li> <li>Change order volume</li> <li>Change order instruction (buy/sell)</li> <li>Change order type</li> <li>Change duration of the order</li> <li>Change basis for trade</li> </ul>			
	The system should be able to display the order history.	<p>Captures the following information for each order</p> <ul style="list-style-type: none"> <li>Trade ID</li> <li>Order Number</li> <li>Transaction Date</li> <li>Stock</li> <li>Number of Shares</li> <li>Matched Shares</li> <li>Price</li> <li>Transaction Type</li> <li>Status</li> </ul>			

Item	Specification			Statement of Compliance		
				Yes		No
				Standard Feature	Customized Feature	
			<ul style="list-style-type: none"> <li>• Remarks</li> <li>• Others</li> </ul>			
3. Order Management	The system should have a notification facility for broker's/dealer-arranger's acceptance of trade order. (For Equities and Government Securities - Secondary and Corporate Bonds - Secondary).	Automatically prompts the trader for pending broker's delivery notifications (e.g. receipt and/or acceptance) after a period of time				
		Automatically sends an online notification upon broker's receipt and/or acceptance of the trade order <ul style="list-style-type: none"> <li>• Trade Allocations / Instructions</li> <li>• Others</li> </ul>				
	The system should have a facility that summarizes status of orders per broker/dealer-arranger. (For Equities and Government Securities - Secondary and Corporate Bonds - Secondary).	Generates a status report of orders per broker upon execution or as needed. The report should include the following details per broker: <ul style="list-style-type: none"> <li>• Broker name</li> <li>• Date and time of each order</li> <li>• Type of order (Buy/Sell, Market/Limit/Others)</li> <li>• Status of order (Unfilled, Partially filled, Filled, Confirmed)</li> <li>• Date and time of execution</li> <li>• Time from order to execution</li> <li>• Executed price</li> <li>• Average price per broker</li> <li>• Broker percentage of total transactions per trader and per broker</li> </ul>				
4. Trade Allocation	The system is capable of tagging investment instruments to each fund maintained in the system. <ul style="list-style-type: none"> <li>• SSS Fund</li> </ul>	Allows setting an initial allocation of trades to the funds				
		Allows tagging of trades based on two levels: <ul style="list-style-type: none"> <li>• Fund source</li> <li>• Instrument type</li> </ul>				

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	<ul style="list-style-type: none"> <li>• EC Fund</li> <li>• EP Fund</li> <li>• Provident Fund for OFW's</li> <li>• Provident Fund for SSS Members</li> <li>• Other funds maintained in the system</li> </ul>	Generates a summary of the trades/investment securities attributable to each fund which shows the following details <ul style="list-style-type: none"> <li>• Unrealized Gain/Loss</li> <li>• Interest income</li> <li>• Dividend income</li> <li>• Portfolio mix/structure</li> <li>• Others</li> </ul>			
	The system allows allocating trades using different methods.	Allows allocating buying/selling transactions through: <ul style="list-style-type: none"> <li>• Equal allocation</li> <li>• User defined allocation</li> <li>• Predetermined allocation</li> <li>• Pro rata based on relative size of each fund</li> </ul>			
	The system allows modifying of the initial trade allocation.	Has the facility for reallocating trades made or investment securities among the funds maintained in the system			
<b>C. Front Office – Corporate Bonds – Primary</b>					
<b>TRADING</b>					
1. Issuer Credit Scoring	The system should have a trading desk.	Shows the following information and their sources: <ul style="list-style-type: none"> <li>• Current position - Securities Inventor</li> <li>• Current working buy orders - Trade Blotter</li> <li>• Current working sell orders</li> <li>• Market data - MDV</li> <li>• Market news - MDV</li> <li>• Trade ticket generator - Trade Details</li> <li>• Other trading information</li> </ul>			
	The system should be able to capture the issuer credit score criteria and weights.	Captures the issuer credit score criteria and weights as defined by the management			
		Captures the score inputted per criteria set in the system			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	The system should be able to capture the score details inputted by the user.	Checks the completeness of all inputted scores based on the set criteria in the system			
		Captures the following details: <ul style="list-style-type: none"> <li>System date when scores were given and approved</li> <li>User ID of analyst who computed and recommended the score</li> </ul> Other information, as deemed fit			
		Automatically computes the issuer credit score based on the predefined weighting scheme and financial and other inputs			
	The system should be able to compute an issuer credit score based on a predefined weighting scheme.	Allows modification of the issuer credit score weightings by authorized personnel from the Middle Office.			
	The system should allow modification of the issuer credit scoring weighting scheme.	Shows the validated status of credit scoring report after the online review and approval of Senior Fundamental Analyst			
	The system should be able to tag each credit scoring result with a status.	Computes the score of all unvalidated issuer credit score using the updated weights			
	The system should automatically calculate the score upon update of the weights.	Notifies reviewer / checker for the computed scores			
	The system should support a maker-checker review facility for the issuer credit score proposed.	Requires the reviewer/checker to approve the issuer credit scoring computed in the system			
2. Investment Proposal	The system should be able to capture bond details inputted by the user and stores in Non-GS Fixed Income Master File.	Captures and requires the details of non-GS issuances including the following: <ul style="list-style-type: none"> <li>Type of issue</li> <li>Issuing entity</li> <li>Joint issue managers</li> <li>Issue size</li> <li>Use of proceeds</li> <li>Tenor</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>• Interest rate</li> <li>• Base Rate</li> <li>• Spread</li> <li>• External credit rating (if any)</li> <li>• Payment frequency</li> <li>• Day basis</li> <li>• Default interest rate</li> <li>• Target issue date</li> <li>• Evaluation status - Pre-approval, Approved, for Bidding, Accepted, Rejected</li> <li>• Collateral and credit enhancements available</li> <li>• Other term details of corporate fixed income issuances</li> </ul>			
	The system should be able to assign unique issuance ID upon inputting issuance details.	Automatically assigns sequential and unique issuance ID			
	The system should be able to link the issuance ID in the Non-GS Fixed Income Master File with the data stored per company.	Captures all issuance ID from Non-GS Fixed Income Master File and associates to the company defined in Data Repository			
	The system should be able to capture the issue credit score criteria and weights.	Captures the issue credit score criteria and weights as defined by the management			
	The system should maintain a document repository.	Able to store the following files per issuance ID and company <ul style="list-style-type: none"> <li>• Offering circular</li> <li>• Other issuance documents</li> </ul>			
	The system should be able to capture the score details inputted by the user.	Captures the issue credit score inputted per criteria set in the system			
		Checks the completeness of all inputted scores based on the set criteria in the system			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<p>Captures the following details:</p> <ul style="list-style-type: none"> <li>• System date when scores were given and approved</li> <li>• User ID of analyst who computed and recommended the score</li> <li>• Other information, as deemed fit</li> </ul>			
	The system should be able to compute an issue credit score based on a predefined weighting scheme.	Automatically computes the issue credit score based on the predefined weighting scheme and facility terms			
	The system should maintain details of issue credit score as part of the Non-GS Fixed Income Master File.	<p>Able to store other details of the issue credit scores, including the following:</p> <ul style="list-style-type: none"> <li>• Dates when scores were given and approved</li> <li>• Name of analyst who computed and recommended the score</li> <li>• Other information, as deemed fit</li> </ul>			
	The system should allow modification of the issue credit scoring weighting scheme.	Allows modification of the issue credit scoring weightings by authorized personnel			
	The system should be able to compute a composite credit score including the issuer and issue credit score based on a predefined weighting scheme.	Computes the composite credit score based on the predefined weighting scheme and the issuer and credit scores			
	The system should be able to compute a credit spread from a predetermined model.	Computes the credit spread from a predetermined model			
	The system should maintain details of composite credit scores as part of the	<p>Able to store other details of the composite credit scores, including the following:</p> <ul style="list-style-type: none"> <li>• Dates when scores were given and approved</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	Non-GS Fixed Income Master File.	<ul style="list-style-type: none"> <li>Name of analyst who recommended and computed the score</li> <li>Other information, as deemed fit</li> </ul>			
	The system should be able to tag each issue credit scoring result with a status.	Shows the validated status of credit scoring report after the online review and approval			
	The system should support a maker-checker review facility for the credit scores proposed.	Notifies reviewer / checker for the computed scores			
		Requires the reviewer/checker to approve the credit scoring			
<b>EXECUTION</b>					
1. Bidding	The system should maintain a document repository.	Able to store the following files per issuance ID and company <ul style="list-style-type: none"> <li>Letter of Firm Commitment</li> <li>Investment Proposal</li> </ul>			
	The system should be able to tag the status of each issue.	Tags issue the following status: <ul style="list-style-type: none"> <li>Approved for Bidding</li> <li>Accepted</li> <li>Rejected</li> </ul>			
<i>D. Front Office – Govt Securities and Corp Bonds – Second</i>					
<b>RESEARCH</b>					
1. Fixed Income Analysis	The system should accept the analysis data being entered by the user.	Captures data input such as: <ul style="list-style-type: none"> <li>Benchmarking</li> <li>From the Bureau of Treasury (BTr)               <ul style="list-style-type: none"> <li>Tenor</li> <li>Yield</li> <li>Maturity</li> </ul> </li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>• From competitors               <ul style="list-style-type: none"> <li>- Tenor</li> <li>- Yield</li> <li>- Maturity</li> </ul> </li> <li>• Fixed income target price</li> <li>• Recommendation (hold, sell, buy)</li> <li>• Other analysis data</li> </ul>			
	The system should maintain a document repository.	Generates reports containing the following information: <ul style="list-style-type: none"> <li>• Fixed income code</li> <li>• Fixed income target price</li> <li>• Recommendation (hold, sell, buy)</li> <li>• Others</li> </ul>			
<b><i>E. Middle Office</i></b>					
<b>RISK MANAGEMENT</b>					
1. Market Risk Management	The system should be able to capture data from different Market Data Vendors (MDV).	Automatically captures the following information from MDVs: (e.g., Bloomberg, PDEX, etc.) <ul style="list-style-type: none"> <li>• Historical Rates</li> <li>• Fixed Income Prices</li> <li>• Equity Closing Prices</li> <li>• Stock Volume Trading Value</li> <li>• Market Data Values               <ul style="list-style-type: none"> <li>- Volatility</li> <li>- Price Correlations</li> <li>- Other Market Data Values</li> </ul> </li> </ul>			
	The system should be able to calculate market risk measurement.	Automatically computes for the Value-at-Risk (VaR), counterparty risk metrics (e.g., credit spread) and pre-settlement risk metrics on a portfolio and individual security level by considering the following:			



Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>• Equity Price Risk</li> <li>• Interest Rate Risk</li> <li>• Foreign Exchange Risk</li> <li>• Other established Risk Parameters</li> </ul>			
		Automatically computes for the hypothetical profit and loss using the following: <ul style="list-style-type: none"> <li>• Historical Prices</li> <li>• Current Prices</li> </ul>			
	The system should generate the VaR report.	Generates the VaR report containing the following <ul style="list-style-type: none"> <li>• VaR for portfolio and significant securities</li> <li>• Matching of VaR value and VaR limits</li> <li>• Comparison between VaR value, hypothetical profit or loss, and actual trading gain or loss</li> <li>• Integrated risk measure across risk factors and asset types</li> </ul>			
	The system should be able to perform simulation testing with a facility for manual inputs if needed.	Has a facility to perform the following simulation testing: <ul style="list-style-type: none"> <li>• Performs Monte Carlo simulation for VaR calculation using:               <ul style="list-style-type: none"> <li>- Historical Market Data</li> </ul> </li> <li>• Performs Stress Testing based on different variables               <ul style="list-style-type: none"> <li>- Historical Market Data</li> <li>- User-defined scenarios (via manual input)</li> </ul> </li> <li>• Other model development and refinement methods</li> </ul>			
2. Liquidity Risk Management	The system has a facility to extract data manually or via scheduled job.	Has a facility for data extraction of cash flow (inflows and outflows).			

Item	Specification			Statement of Compliance		
				Yes		No
				Standard Feature	Customized Feature	
			Has a facility to compile all trades to be settled.			
			Generates the Fund Flow Summary report containing the following: <ul style="list-style-type: none"> <li>Contractual cash flow data</li> <li>Liquidity stress testing results</li> </ul>			
3. Concentration Risk Management	The system should automatically compute for concentration risk measures.	Automatically computes for the concentration utilization for each of the following: <ul style="list-style-type: none"> <li>Charter</li> <li>Portfolio</li> <li>Industry</li> <li>Broker</li> <li>Issuer / Counterparty</li> <li>Stock</li> <li>Currency</li> <li>Product</li> <li>Other exposures of similar risk characteristics</li> </ul>				
4. Limits Maintenance and Monitoring	The system should be able to set-up and maintain the limits.	Captures and allows setting of limits such as: <ul style="list-style-type: none"> <li>Charter <ul style="list-style-type: none"> <li>As stated in Republic Act 8282</li> </ul> </li> <li>Portfolio <ul style="list-style-type: none"> <li>As stated in Republic Act 8282</li> </ul> </li> <li>Industry <ul style="list-style-type: none"> <li>Exposure to a single industry sector</li> </ul> </li> <li>Trader <ul style="list-style-type: none"> <li>Number of transactions per day</li> </ul> </li> <li>Issuer (equities)</li> </ul>				

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>- Exposure to a single issuer / family conglomerate</li> <li>• Counterparty <ul style="list-style-type: none"> <li>- Exposure to a single counterparty</li> </ul> </li> <li>• Issuer (fixed income) <ul style="list-style-type: none"> <li>- Exposure to a single issuer / family conglomerate</li> </ul> </li> <li>• Broker (equities) <ul style="list-style-type: none"> <li>- Number of trades per broker</li> <li>- Transactions amount ceiling</li> </ul> </li> <li>• VaR <ul style="list-style-type: none"> <li>- Acceptable VaR values</li> <li>- Acceptable stressed VaR values</li> </ul> </li> <li>• Stock <ul style="list-style-type: none"> <li>- Number of shares or total market value of one stock</li> </ul> </li> <li>• Depository Bank <ul style="list-style-type: none"> <li>- Ratings-based deposit amount per bank</li> </ul> </li> <li>• Currency <ul style="list-style-type: none"> <li>- Exposure to a single currency</li> </ul> </li> <li>• Product <ul style="list-style-type: none"> <li>- Exposure to a single product</li> <li>- Other limits</li> </ul> </li> </ul>			
	The system should have an online facility, i.e., a Web Browser-Based Interface (WBBI) that allows external fund	Updates the portfolio and security allocation upon manual input of external fund manager			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	managers to change or update the portfolio and security allocation				
	The system should be able to link the different limits masterfiles.	Automatically rejects limits values entered in the other masterfiles if the limit value exceeds the value set in the following: <ul style="list-style-type: none"> <li>• Charter masterfile (for all limits)</li> <li>• Trade blotter (for product limit)</li> </ul>			
	The system should be able to incorporate Management Action Triggers (MAT).	Automatically sends signal to system-defined users when limits are near breach			
<b>PERFORMANCE MONITORING</b>					
1. Portfolio Performance Evaluation	The system should be able to display market risk analysis.	Captures the mark-to-market valuation of all investments			
	The system should be able to capture investment targets for the current period.	Captures data for the investment targets budget via manual input			
	The system should generate a variance report.	Generates a variance report by comparing: <ul style="list-style-type: none"> <li>• Investment Targets</li> <li>• Actual Investments</li> </ul>			
	The system should generate portfolio performance report.	Generates Portfolio Performance Report based on the following: <ul style="list-style-type: none"> <li>• Portfolio Market Value</li> <li>• VaR Reports</li> <li>• Concentration Reports</li> <li>• Gain/Loss Report</li> <li>• Variance Report</li> </ul>			

Item	Specification			Statement of Compliance		
				Yes		No
				Standard Feature	Customized Feature	
			<ul style="list-style-type: none"> <li>• Dividend Report</li> <li>• Daily monitoring of market volume participation</li> <li>• Daily maturities (for fixed income investments)</li> <li>• Cash flows (for fixed income investments)</li> <li>• Other performance attributes</li> </ul>			
2. Trading Participants Maintenance	The system should be able to set and update the percentage for each trading participant evaluation criteria.	Captures and allows manual data selection for the ratio/weights of the following broker evaluation criteria:				
		<ul style="list-style-type: none"> <li>• Operational support</li> <li>• Execution</li> <li>• Research support</li> <li>• Other applicable criteria</li> </ul>				
		Captures and allows manual data selection for the ratio/weights of the following depository bank evaluation criteria:				
	<ul style="list-style-type: none"> <li>• Liquidity</li> <li>• Solvency</li> <li>• Profitability</li> <li>• Collection efficiency</li> <li>• Other applicable criteria</li> </ul>					
		Captures and allows manual data selection for the ratio / weights for arranger-dealer evaluation criteria.				
	The system should be able to set-up and maintain trading participants.	Captures and allows manual data inputs for setup and maintenance of the following:				
		<ul style="list-style-type: none"> <li>• Broker information</li> <li>• Arrange-dealer information</li> <li>• Depository bank information</li> <li>• Daily compliance on broker management</li> <li>• Done Trades for the day</li> </ul>				

Item	Specification			Statement of Compliance		
				Yes		No
				Standard Feature	Customized Feature	
			<ul style="list-style-type: none"> <li>• Net Value for settlement</li> <li>• Daily trading limits</li> <li>• 200 Day Simple Moving Average</li> <li>• 5 Day Exponential Moving Average</li> </ul>			
3. Trading Participants Evaluation	The system should evaluate trading participants' performance using set criteria.	Set criteria yield the following results: <ul style="list-style-type: none"> <li>• Broker's performance rating <ul style="list-style-type: none"> <li>- Operation</li> <li>- Execution</li> <li>- Research ability</li> <li>- Other performance indicators</li> </ul> </li> <li>• Arranger-Dealer's performance rating</li> <li>• Depository Bank's performance rating <ul style="list-style-type: none"> <li>- Liquidity</li> <li>- Solvency</li> <li>- Profitability</li> <li>- Other ratios</li> </ul> </li> </ul>				
	The system should compute for the trading participants' weighted average score.	Automatically computes for the weighted performance score of the following (based on pre-defined ratio / weights): <ul style="list-style-type: none"> <li>• Brokers</li> <li>• Arranger-Dealers</li> <li>• Depository Banks</li> </ul>				
	The system should generate trading participants report.	Generates rating and performance reports for the following: <ul style="list-style-type: none"> <li>• Brokers</li> <li>• Arranger-Dealers</li> <li>• Depository Banks</li> </ul>				

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
<i>F. Back Office</i>					
<b>INVESTMENT ACCOUNTING AND ADMINISTRATION</b>					
1. Confirmation	The system should have a notification facility for broker's acceptance of trade order through the WBBI.	Automatically sends an online notification upon broker's confirmation on the executed trade order through the WBBI			
		Captures the following details of each confirmed trade through the WBBI, pending final confirmation of the traders: <ul style="list-style-type: none"> <li>• Order Status</li> <li>• Selling / Buying Price</li> <li>• Settlement Date</li> <li>• Settlement Amount</li> <li>• Filled Quantity</li> <li>• Trade ID</li> <li>• Applicable taxes</li> </ul>			
	The system should automatically update the securities inventory and trade blotter.	Updates the securities inventory balance and trade blotter upon status change			
	The system should have a facility to change trade status via manual input.	Updates the trade status upon manual trigger			
	The system should automatically compute settlement amount.	Computes settlement amount using the following <ul style="list-style-type: none"> <li>• Trade Value</li> <li>• Broker's Commission</li> <li>• Withholding Taxes</li> <li>• Other fees charged to SSS</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	The system should enable manual input of dividend declaration.	Enables manual input of dividend declared such as: <ul style="list-style-type: none"> <li>• Cash Dividend for each stock</li> <li>• Stock Dividends / Stock Splits</li> <li>• Stock Rights</li> <li>• Scrip Dividends</li> <li>• Liquidating Dividends</li> <li>• Property Dividends</li> </ul>			
	The system should automatically compute dividends.	Computes total dividend income			
		Updates Securities Inventory to effect stock dividends or stock splits			
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day procedures: <ul style="list-style-type: none"> <li>• Dividend Reports based on Dividend Declared and Securities Inventory</li> </ul>			
2. Reconciliation	The system should have a facility to receive files / data via manual upload.	Captures details of cash and stock movements via manual upload using: <ul style="list-style-type: none"> <li>• Files in Text Format</li> <li>• Files in Spreadsheet Format</li> <li>• Others (user-defined)</li> </ul>			
	The system should automatically reconcile cash movements with confirmed trades via manual trigger or scheduled job.	Compares details of cash movements with confirmed trades as follows: <ul style="list-style-type: none"> <li>• All Cash Movements (investment-related)</li> <li>• All Confirmed Trades <ul style="list-style-type: none"> <li>- Trade ID</li> <li>- Trade Status</li> <li>- Amount</li> </ul> </li> </ul>			



Item	Specification		Statement of Compliance			
			Yes		No	
			Standard Feature	Customized Feature		
	The system should automatically reconcile investment / stock positions vis-à-vis custody.	Compares details of stock positions with confirmed trades as follows: <ul style="list-style-type: none"> <li>• Stock Positions <ul style="list-style-type: none"> <li>- IMS Stock Positions at T0</li> <li>- PDTC Stock Positions at T3</li> </ul> </li> </ul>				
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day procedures: <ul style="list-style-type: none"> <li>• Daily Exception Reports, related to the following: <ul style="list-style-type: none"> <li>- Cash Movements Reconciliation</li> <li>- Confirmed Trades</li> <li>- Stock Positions Reconciliation</li> </ul> </li> </ul>				
	The system should have a facility to process adjustments via manual input.	Captures details of adjustments via manual input such as: <ul style="list-style-type: none"> <li>• Adjustments in Trade Status</li> <li>• Adjustments in Stock Positions</li> </ul>				
	The system should have a maker-checker facility for the manual adjustments.	Notifies the reviewer/checker for the manual entry in the system				
		Requires the reviewer/checker to approve the manual entry in the system				
	3. Valuation	The system should automatically compute Investment Cost.	Computes investment cost using the following methods: <ul style="list-style-type: none"> <li>• Specific Identification</li> <li>• First-In, First-Out</li> <li>• Weighted Average</li> </ul>			
		The system should automatically compute applicable Realized Gain / Loss.	Computes realized gain / loss for traded securities			
		The system should have an interface with Market Data Vendors such as: <ul style="list-style-type: none"> <li>o Reuters</li> <li>o Bloomberg</li> </ul>	Captures details of each market data feed on a real-time basis as follows: <ul style="list-style-type: none"> <li>• Security</li> <li>• Market Price</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	<ul style="list-style-type: none"> <li>o Technistock</li> <li>o PDEx</li> <li>o Philippine Stock Exchange</li> <li>o Bureau of Treasury</li> </ul>	<ul style="list-style-type: none"> <li>• Market Capitalization</li> <li>• Dividend Declaration / Details</li> <li>• Beta</li> <li>• Market rates</li> <li>• Other relevant market data</li> </ul>			
	The system should enable manual encoding of non-market data for complex securities.	Enables manual input of valuation data for complex securities			
	The system should automatically compute Carrying Value for each security type.	Computes carrying value of each investment using the following: <ul style="list-style-type: none"> <li>• Valuation at Fair Value</li> <li>• Valuation at Amortized Cost</li> </ul>			
	The system should automatically compute Fair Market Value.	Computes fair market value and unrealized gain / loss as of a given time for each investment using the following: <ul style="list-style-type: none"> <li>• Closing Prices</li> <li>• Mid-Market Prices</li> <li>• Best Prices</li> </ul>			
	The system should automatically compute mark-to-market gains or losses	Automatically determines gains/losses depending on security classification: <ul style="list-style-type: none"> <li>• at Fair Value through Profit/Loss</li> <li>• at Fair Value through Other Comprehensive Income</li> </ul>			
	The system is able maintains amortization tables for Fixed Income Securities in original currency.	Maintains amortization tables for fixed income securities using original currency			
	The system should be able to properly accrue interest.	Computes interest income and taxes for fixed income securities <ul style="list-style-type: none"> <li>• Using Nominal Interest Rate</li> <li>• Using Effective Interest Rate</li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	The system should automatically compute for gains/losses due to changes in foreign exchange.	Computes foreign exchange gains/losses in accordance with IAS 21			
	The system should be able to value various financial instruments.	Values various financial instruments as follows: <ul style="list-style-type: none"> <li>• Zero Coupon CD, CP, and T-bills</li> <li>• Coupon-bearing CD, CP and T-bills</li> <li>• Commercial Paper and Deep Discount Notes</li> <li>• Plain Vanilla Bonds</li> <li>• Callable Bonds</li> <li>• Puttable Bonds</li> <li>• Convertible Bonds</li> <li>• Reversed Convertible Bonds</li> <li>• Floating Rate Notes</li> <li>• Cash Flow Tables</li> <li>• Coupon and Redemption Flows</li> <li>• Notes with Index or Inflation-linked Coupons</li> <li>• Currency Instruments</li> <li>• Spots and Forwards</li> <li>• Currency Swaps</li> <li>• Plain Vanilla, Put / Call Options</li> <li>• Barrier Options (knock-in/out, revers</li> <li>• Average Rate Options</li> <li>• Non-deliverable Forwards</li> <li>• Equities</li> <li>• Equity Options (Vanilla)</li> <li>• Treasury Shares</li> <li>• Commodities Instruments</li> <li>• Commodity Forward</li> </ul>			

Item	Specification			Statement of Compliance			
				Yes		No	
				Standard Feature	Customized Feature		
			<ul style="list-style-type: none"> <li>• Commodity Swaps (Vanilla)</li> <li>• Commodity Swaps (Asian)</li> <li>• Commodity Options (Vanilla)</li> <li>• Commodity Options (Asian)</li> <li>• Other financial instruments not mentioned above</li> </ul>				
4. Financial Recording and Reporting	The system should be able to collect and present relevant financial data and disclosures.	Collects and presents accounting information (balances) using the following: <ul style="list-style-type: none"> <li>• Journal Entries (in accordance with IFRS9 or other reporting standards)</li> <li>• Internal Subsidiary Ledger encompassing:               <ul style="list-style-type: none"> <li>- Unrealized Gain or Loss to Profit or Loss</li> <li>- Unrealized Gain or Loss to Other Comprehensive Income</li> <li>- Realized Gain or Loss</li> <li>- Forex Gain or Loss</li> <li>- Interest Income</li> <li>- Dividends</li> <li>- Daily Accruals</li> <li>- Provision for Impairment</li> <li>- Loss/Expected Credit Loss</li> <li>- Delinquency/Past Due Report</li> <li>- SL and GL Reconciliation Report</li> </ul> </li> </ul>					
		Generates the following information required for accounting disclosures as follows: <ul style="list-style-type: none"> <li>• Balance Sheet Information for Financial Instruments</li> <li>• Income &amp; Expense / Gains &amp; Losses for Financial Instruments</li> <li>• Fair Value of Financial Instruments at Amortized Cost</li> <li>• Sensitivity Analysis (stress testing)</li> </ul>					

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>• Sensitivity Analysis (values at risk)</li> <li>• Concentration Risk Analysis</li> <li>• Market Risk Analysis</li> <li>• Interest Rate Risk</li> <li>• Liquidity Risk</li> <li>• Counterparty Risk</li> <li>• Other disclosure requirements applicable to SSS</li> </ul>			
	The system should be able to maintain foreign currency rates masterfile.	Captures multiple currency rates and conversion via manual input such as: <ul style="list-style-type: none"> <li>• Peso</li> <li>• US Dollar</li> <li>• Euro</li> <li>• Japanese Yen</li> <li>• Other foreign currencies</li> </ul>			
	The system should be able to create journal entries using various foreign currency.	Values journal entries using foreign currency rates/conversion using: <ul style="list-style-type: none"> <li>• Real Currency</li> <li>• Base Currency</li> <li>• Other currencies</li> </ul>			
	The system should have an interface with Financial Accounting System (i.e., SAP-FI).	Classifies journal entries using various level of detail as follows: <ul style="list-style-type: none"> <li>• Transaction Level</li> <li>• Aggregated Level</li> </ul>			
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day/month/quarter procedures: <ul style="list-style-type: none"> <li>• Summary of total sales/purchases <ul style="list-style-type: none"> <li>○ Daily Trades <ul style="list-style-type: none"> <li>- Securities</li> </ul> </li> </ul> </li> </ul>			

Item	Specification			Statement of Compliance		
				Yes		No
				Standard Feature	Customized Feature	
			<ul style="list-style-type: none"> <li>- Volumes</li> <li>- Prices</li> <li>- Acquisition Cost</li> <li>- Securities Classification</li> <li>- Transaction Date</li> <li>- Settlement Date</li> <li>- Name of Broker</li> <li>- Commissions</li> <li>- EWT</li> <li>- VAT</li> <li>- Net Receivable/Net Payable</li> </ul>			
			<ul style="list-style-type: none"> <li>• Daily Average Buying and Selling <ul style="list-style-type: none"> <li>○ Historical Data of Actual Trading <ul style="list-style-type: none"> <li>- Securities</li> <li>- Volumes</li> <li>- Prices</li> </ul> </li> <li>○ Daily Trades</li> </ul> </li> </ul>			
			<ul style="list-style-type: none"> <li>• Daily Summary of Broker Transactions <ul style="list-style-type: none"> <li>○ Historical Data of Actual Trading <ul style="list-style-type: none"> <li>- Stocks</li> <li>- Brokers</li> <li>- Prices</li> </ul> </li> <li>○ Daily Trades</li> </ul> </li> </ul>			
			<ul style="list-style-type: none"> <li>• Daily Monitoring of Buy and Sell Transactions Volume <ul style="list-style-type: none"> <li>○ Historical Data of Actual Trading <ul style="list-style-type: none"> <li>- Buying Value</li> <li>- Buying Volume</li> </ul> </li> </ul> </li> </ul>			

Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>- Selling Value</li> <li>- Selling Volume</li> </ul>			
		<ul style="list-style-type: none"> <li>• Daily Transactions Summary               <ul style="list-style-type: none"> <li>○ Done Trades for the Day</li> <li>○ Net Value for Settlement                   <ul style="list-style-type: none"> <li>- Buying Value</li> <li>- Selling Value</li> </ul> </li> </ul> </li> </ul>			
		<ul style="list-style-type: none"> <li>• Daily Funds Flow Summary               <ul style="list-style-type: none"> <li>○ Investible Funds</li> <li>○ Deployed Funds</li> <li>○ Liquidity Buffer</li> </ul> </li> </ul>			
		<ul style="list-style-type: none"> <li>• Monthly Broker Transactions               <ul style="list-style-type: none"> <li>○ Actual Volume of Broker Transactions</li> <li>○ Paid Commissions to Broker</li> </ul> </li> </ul>			
		<ul style="list-style-type: none"> <li>• Monthly Summary of Broker Transactions and Commissions               <ul style="list-style-type: none"> <li>○ Total Value Traded for Each Broker</li> <li>○ Paid Commissions to Broker</li> </ul> </li> </ul>			
		<ul style="list-style-type: none"> <li>• Daily Monitoring of PCD Shares               <ul style="list-style-type: none"> <li>○ Daily Trades</li> <li>○ Previous Day Inventory</li> </ul> </li> </ul>			
		<ul style="list-style-type: none"> <li>• Daily Selling and Buying Transactions               <ul style="list-style-type: none"> <li>○ AFS/FVOCI Selling Transactions</li> <li>○ AFS/FVOCI Buying Transactions</li> <li>○ HFT/FVPL Selling Transactions</li> <li>○ HFT/FVPL Buying Transactions</li> </ul> </li> </ul>			

Item	Specification			Statement of Compliance		
				Yes		No
				Standard Feature	Customized Feature	
			<ul style="list-style-type: none"> <li>• Monthly B-1: SSS Shares, Board Seats, and Ownership               <ul style="list-style-type: none"> <li>○ Inventory of Shares Held</li> </ul> </li> </ul>			
			<ul style="list-style-type: none"> <li>• Summary of Withholding Taxes               <ul style="list-style-type: none"> <li>○ Taxes withheld for each broker</li> <li>○ In accordance with BIR form No. 2306 and 2307</li> </ul> </li> </ul>			
			<ul style="list-style-type: none"> <li>• Journal Vouchers               <ul style="list-style-type: none"> <li>○ All Subsidiary Ledger entries</li> </ul> </li> </ul>			
<b>CUSTODY</b>						
1. Settlement	The system should be able to have a system prompt for trades to be settled.	Executes a prompt for each confirmed trade to be settled: <ul style="list-style-type: none"> <li>• All Equities</li> <li>• All Corporate Bonds</li> <li>• All Government Securities</li> <li>• Other types of securities</li> </ul>				
	The system should be able to handle electronic fund transfer transactions (EFT).	Captures settlement amounts via electronic fund transfer using the following: <ul style="list-style-type: none"> <li>• Credit Memo, with Bank Account Numbers and Amount</li> <li>• Debit Memo, with Bank Account Numbers and Amount</li> </ul>				
	The system should be able to update status of trade automatically or upon manual trigger.	Updates the status of each trade to Settled upon payment validation <ul style="list-style-type: none"> <li>• with Official Receipt (OR) Number</li> </ul>				
	The system should automatically generate invoices and official receipt for all settlement transactions.	Generates invoices and/or upon completion of settlement instructions for the following: <ul style="list-style-type: none"> <li>• Settlement Transactions – Buying</li> <li>• Settlement Transactions – Selling</li> </ul>				



Item	Specification		Statement of Compliance		
			Yes		No
			Standard Feature	Customized Feature	
	<b>G. System Administration</b>				
	<b>INVESTMENT MANAGEMENT SYSTEM</b>				
1. System Administration Masterfile Maintenance	<p>The system should have the facilities that enable users to maintain masterfiles, system settings and others.</p> <ul style="list-style-type: none"> <li>• System Values and Parameters</li> <li>• Processing Calendar</li> <li>• Master file Maintenance <ul style="list-style-type: none"> <li>○ Market Data</li> <li>○ Trade Blotter</li> <li>○ Securities Inventory</li> <li>○ Decision Support</li> <li>○ Trader Stock Allocation</li> <li>○ Limits</li> <li>○ Broker</li> <li>○ Broker Rating Criteria</li> <li>○ Others</li> </ul> </li> <li>• Adhoc Reporting Facilities</li> </ul>	Allows the set up of required parameters and system values based on existing laws, rules, regulations, policies, formulas, reference dates, etc.			
		Allows set up and maintenance of processing calendar. <ul style="list-style-type: none"> <li>○ Due Dates</li> <li>○ Policies</li> <li>○ Coverage</li> <li>○ Processing Dates</li> <li>○ Others</li> </ul>			
		Allows modification to parameters by authorized users.			
		Provides a facility to customize reports as needed by the end-users.			
		Provides an audit trail/log of all system and parameter changes (e.g., date, type, access level, etc.)			
2. Isolation of Access of Information and Audit Control	The system should be able to restrict access to authorized personnel.	Uses its own secure directory service for user account management.			
		<p>Allows definition and maintenance of access to authorized users</p> <ul style="list-style-type: none"> <li>• Definition and maintenance of unique user IDs and passwords</li> <li>• Definition and maintenance of user groups</li> <li>• Definition of access to field level, record, menu, transaction</li> </ul>			

Item	Specification			Statement of Compliance				
				Yes		No		
				Standard Feature	Customized Feature			
			<ul style="list-style-type: none"> <li>• Customizing user menus according to job function</li> <li>• Others</li> </ul>					
			Allows definition and maintenance of access to external authorized users (brokers) for web browser-based interface					
			The system should have the facility for monitoring actions taken by users.	Supports both input and output validation.				
				Allows modification to parameters by authorized users.				
				Supports protection of user sessions from sniffing, eavesdropping, session hijacking, etc.				
				Logs off the current session after set time parameters.				
				Provides an audit trail/log of all system and parameter changes.				
			3. Managing Information and Compliance	The system should be able to communicate with other systems/modules for faster retrieval of information.	Allows interfaces to other internal system/s such as: <ul style="list-style-type: none"> <li>• Middleware for Liquidity Risk Management               <ul style="list-style-type: none"> <li>○ Data from IMS are uploaded</li> </ul> </li> <li>• GL System (SAP-FI)               <ul style="list-style-type: none"> <li>○ End-of-day batch feedup of transactions from IMS to SAP</li> </ul> </li> <li>• Other internal systems</li> </ul>			
					Allows interfaces to other external system/s, which is triggered manually by authorized individual in IMS to capture or extract certain data: <ul style="list-style-type: none"> <li>• Bloomberg</li> <li>• Technistock</li> <li>• Reuters</li> <li>• Philippine Depository and Trust Corporation (PDTC)</li> <li>• Philippine Dealing Exchange (PDEX)</li> <li>• Philippine Stock Exchange (PSE)</li> <li>• Registry of Scripless Securities (ROSS)</li> </ul>			

Item	Specification			Statement of Compliance		
				Yes		No
				Standard Feature	Customized Feature	
		<ul style="list-style-type: none"> <li>Automated Debt Auction Processing System (ADAPS)</li> <li>Bureau of Treasury</li> <li>Other external systems</li> </ul>				
	The system should provide configurable parameters to properly store and retrieve records based on SSS policies.	Be able to define indexes for proper identification and retrieval of record series.				
		Be able to comply with information on asset classification scheme through provisions of fields for tagging. <ul style="list-style-type: none"> <li>Public</li> <li>Restricted</li> <li>Confidential</li> <li>For Internal Use (default)</li> </ul>				
	The system functions shall be compliant with regulatory requirements, where applicable.	Compliant with applicable laws, policies, and standards (e.g., IAS/PAS 39, IFRS 9, Tax Laws, & other applicable standards)				
<b><i>H. Performance Requirement</i></b>						
	<i>Response Time</i>	The bidder will also be responsible for ensuring that the SSS IMS adheres to the following performance				

Item	Specification			Statement of Compliance																	
				Yes		No															
				Standard Feature	Customized Feature																
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			The bidder should ensure that their solution provide the necessary tools and training in their proposal for the SSS to maintain the IMS moving forward.																		
			The IMS should have the necessary tools to enable SSS to change configurations as the need arises (e.g., future projects to integrate with third party systems of banks and government institutions).																		

\* With customization workaround (but should not exceed 20% of all standard functionalities) to make the solution 100% compliant

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
3	<b>WARRANTY REQUIREMENTS</b>	
	<p>3.1 A two (2) year warranty is required on all delivered goods and shall take effect immediately after the date of user acceptance/ IMS Go live and upon the favorable recommendation of the Implementation Team/Process Owners/All IMS Users. Said warranty, in addition to the provisions of GCC Clause <del>17</del> 5 and to the expressed or implied warranties, as provided for under Philippine Laws, shall include, as follows:</p> <p>3.1.1 The winning bidder should warrant that should there be announced improvements on the proposed product and/or any of its components, after date of submission of proposals and before date of implementation, such improved product or its components should be delivered to and installed at the SSS by the winning bidder without affecting the submitted bid price proposal.</p> <p>3.1.2 If announced improvement is made within six (6) months after installed product has already been accepted for SSS use, the winning bidder must replace already installed product or its components with the improved product or its components at no additional cost to SSS.</p> <p>3.1.3 During the warranty period, SSS should be entitled to all applicable software version upgrades (OS, bundled software), security patches, and feature packs at no additional cost to SSS.</p> <p>3.1.4 During the warranty period, winning bidder must provide maintenance support, consisting of Preventive and Remedial Services on all delivered products and/or its components. Details of said preventive and remedial services are described in Item 4, below.</p>	
4	<b><i>MAINTENANCE and REMEDIAL requirements WITHIN THE TWO (2)-YEAR WARRANTY PERIOD</i></b>	
	<p>4.1 All maintenance and technical support must be available locally. Winning bidder must utilize experienced and trained technicians or engineers under its direct supervision and control in rendering the required maintenance. Hence, the winning bidder must provide a list of support personnel with detailed resume on experience and training. (See Annex C)</p>	

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
	4.2 The winning bidder must provide the following maintenance support consisting of Remedial Maintenance services on all hardware and software components of the proposal onsite.	
	4.3 Maintenance Service during warranty period shall be conducted on a semi-annual basis	
	<b>4.4 Remedial Service</b>	
	4.4.1 Within two (2) hours upon receipt of notice, either through phone, electronic communication, or in writing, the Winning Bidder's technicians/engineers must address the problem by making a phone call to the concerned SSS unit. If the problem persists, the Winning Bidder's technicians/engineers must address the problem onsite.	
	4.4.2 The Winning Bidder's technicians/engineers must be onsite within two (2) hours after problem was not resolved over the phone	
	4.4.3 Once onsite, the Winning Bidder's technicians/engineers must repair the malfunctioning equipment, provided equipment has been operated in normal conditions.	
	4.4.4 If malfunctioning machine part / component is diagnosed to be beyond repair, the Winning Bidder's technicians/engineers must replace said part /component. All replacement parts must be brand new and of equal quality and shall become the property of SSS. In the same manner, the parts replaced shall become the Contractor's property.	
	4.4.5 The Winning Bidder's technicians/engineers must at all times maintain a reasonable supply of replacement and spare parts to effect the remedial services required. The SSS may, at any time during the term of agreement, require the winning bidder to provide an inventory of such supply of Replacement and Spare Parts.	
	4.4.6 Reinstall corrupted software caused by hardware failure.	
	4.4.7 If within 24 hours, upon arriving onsite, the Winning Bidder's technicians/engineers fails to restore/repair the malfunctioning part/component, the Winning Bidder's technicians /engineers must supply and install a service unit within the next 12 hours. SSS use of service units must not exceed 15 calendar days from the date the problem was first reported to the winning bidder, defective units must be fixed or replaced within 15 days. All shipment / delivery fees must be charged against the account of the Winning Bidder's technicians/engineers.	

	<p>4.4.8 SSS Representative (IT Support Group). A designated SSS representative shall always be present during the performance of the above-mentioned maintenance and remedial services to provide assistance especially in compliance with safety regulations. In the event that safety is compromised, the Winning Bidder's technicians/engineers must terminate the ongoing work and to resume the same only as soon as the danger to one's safety is eliminated and one's safety is assured.</p>	
	<p><b>4.5 Service Report Requirements</b></p>	
	<p>A. Remedial Services</p> <p>For each remedial service conducted, the Winning Bidder's technicians/engineers must provide the Investments Support Division (ISD) a copy of an accomplished service report, confirming the completed service. The report must be duly signed by a designated SSS representative and by his/her immediate supervisor.</p> <p>The above mentioned service report must include the following information:</p> <ol style="list-style-type: none"> <li>1. Problem Notification Details <ul style="list-style-type: none"> <li>• Name of Notifying SSS Personnel;</li> <li>• Date and Time of Notification; and,</li> <li>• Initially Reported Problem.</li> </ul> </li> <li>2. Winning Bidder's technicians/engineers' Response Details <ul style="list-style-type: none"> <li>• Date and Time of the Service Crew's arrival onsite;</li> <li>• Diagnosed Problem;</li> <li>• Cause of Problem;</li> <li>• Resolutions Made;</li> <li>• Complete description of all replacement parts and the malfunctioning or faulty machine parts;</li> <li>• Winning Bidder's technicians/engineers' recommendations; as to how the problem may be prevented in the future;</li> <li>• Date and time the problem was resolved; and,</li> <li>• Description of the unit/s serviced, to include as follows: <ol style="list-style-type: none"> <li>1. Item Description;</li> <li>2. Type;</li> <li>3. Model; and</li> <li>4. Serial Number / Part Number</li> </ol> </li> </ul> </li> </ol>	
	<p>4.6 The winning bidder acknowledges that the SSS will suffer loss by the delay or failure to have the services completed in all parts within the period stipulated under the contract. The contractor shall pay the SSS liquidated damages in the amount allowable by law.</p>	

<b>5</b>	<b>Three (3) Year Maintenance Service</b>																								
	5.1 Immediately after the expiration of the warranty, the winning bidder must provide maintenance support for three (3) years on a quarterly basis. An initial maintenance agreement for a period of three (3) years must therefore be submitted together with the bids.																								
	5.2 All maintenance and technical support must be available locally. Winning bidder must utilize experienced and trained technicians or engineers under its direct supervision and control in rendering the required maintenance. Hence, the winning bidder is required to provide a list of support personnel with detailed resume on experience and training. (see Annex C)																								
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<b>6</b>	<p><b>Training Requirements</b></p> <table border="1" data-bbox="362 895 1109 1319"> <thead> <tr> <th data-bbox="362 895 565 962"></th> <th data-bbox="565 895 662 962"><b>No. Pax</b></th> <th data-bbox="662 895 792 962"><b>Type</b> (Classroom/ Online)</th> <th data-bbox="792 895 906 962"><b>Location</b></th> <th colspan="2" data-bbox="906 895 1109 962"><b>No. Training hours/days</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="362 962 565 1077">a. Manufacturer Certified Technical Training</td> <td data-bbox="565 962 662 1077">5 pax</td> <td data-bbox="662 962 792 1077">Classroom</td> <td data-bbox="792 962 906 1077">SSS</td> <td data-bbox="906 962 963 1077">40 hrs</td> <td data-bbox="963 962 1109 1158" rowspan="2">Simultaneous with Application Development</td> </tr> <tr> <td data-bbox="362 1077 565 1158">b. Administration Technical Training</td> <td data-bbox="565 1077 662 1158">5 pax</td> <td data-bbox="662 1077 792 1158">Classroom</td> <td data-bbox="792 1077 906 1158">SSS</td> <td data-bbox="906 1077 963 1158">40 hrs</td> </tr> <tr> <td data-bbox="362 1158 565 1319">c. End-user Application Training</td> <td data-bbox="565 1158 662 1319">60 pax to be trained by the winning bidder</td> <td data-bbox="662 1158 792 1319">Classroom</td> <td data-bbox="792 1158 906 1319">SSS</td> <td data-bbox="906 1158 963 1319">40 hrs</td> <td data-bbox="963 1158 1109 1319">To commence immediately after product has been accepted</td> </tr> </tbody> </table>		<b>No. Pax</b>	<b>Type</b> (Classroom/ Online)	<b>Location</b>	<b>No. Training hours/days</b>		a. Manufacturer Certified Technical Training	5 pax	Classroom	SSS	40 hrs	Simultaneous with Application Development	b. Administration Technical Training	5 pax	Classroom	SSS	40 hrs	c. End-user Application Training	60 pax to be trained by the winning bidder	Classroom	SSS	40 hrs	To commence immediately after product has been accepted	
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***Section VIII. Checklist of Technical and  
Financial Documents***

## CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); if non- Platinum members, submit the following:
- (b) PhilGEPS Registration, and
- (c) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- (d) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### Technical Documents

- (f) 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**
- (g) 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 five (5) year period prior to the submission and opening of Bids; and**
- (h) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). 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**
- (i) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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 and copy Authority to Notarize issued to the Notary Public by the Regional Trial Court.

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

For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos:

- (k) Copy of Treaty, International or Executive Agreement; **or**
- (l) 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.

#### *Class "B" Documents*

- (n) 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.

Financial Documents

- (o) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (p) 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.

**II. FINANCIAL COMPONENT ENVELOPE**

- (q) Original of duly signed and accomplished Financial Bid Form; **and**
- (r) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

**IMPORTANT REMINDERS**

- A) Each and every page of the Bid Forms, under Section VIII: Checklist of Technical and Financial Documents hereof, 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 bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
- Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component  
Envelop (2): COPY1 – Eligibility Requirements and Technical Component  
Envelop (3): COPY2 – Eligibility Requirements and Technical Component
- b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
- Envelop (4): ORIGINAL – Financial Component  
Envelop (5): COPY1 – Financial Component  
Envelop (6): COPY2 – Financial Component
- c) Bidders shall enclose, seal and mark the following:
- Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked "ORIGINAL-BID"
- Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked "COPY1-BID"

Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked "COPY2-BID"

- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
  - addressed to the Procuring Entity's BAC
  - name and address of the Bidder in capital letters
  - name of the contract/project to be bid in capital letters
  - bear the specific identification/reference code of this bidding process
  - bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids

<p><b>THE CHAIRPERSON</b> BIDS AND AWARDS COMMITTEE 2<sup>ND</sup> FLOOR, SSS MAIN BUILDING EAST AVENUE, DILIMAN, QUEZON CITY</p> <p>NAME OF BIDDER : _____ ADDRESS : _____</p> <p>NAME OF PROJECT: _____ ITB REFERENCE NUMBER: _____</p> <p style="text-align: center;">DO NOT OPEN BEFORE (the date and time for the opening of bids)</p>
---

- E) Bids submitted after the deadline shall only be marked for recording purpose, shall not be included in the opening of bids, and shall be returned to the bidder unopened.
- F) Bidders shall submit a copy of the Authority to Notarize issued by the Regional Trial Court to the Notarial Public.

# FORMS

**Bid Form for the Procurement of Goods**

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**BID FORM**

Supply, Delivery, Installation into Operational State and Maintenance of an Investment Management System (IMS)

Date: \_\_\_\_\_

Project Identification No.: \_\_\_\_\_

To: **SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the **Supply, Delivery, Installation into Operational State and Maintenance of an Investment Management System (IMS)** in conformity with the said PBDs for the sum of [**total Bid amount in words and figures**] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Currency Commission or gratuity
_____	_____
_____	_____
_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs. The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices/Bid Breakdown, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Price Schedule(s)/Bid Breakdown**

Name of Bidder \_\_\_\_\_ Invitation to Bid Number \_\_\_\_\_

Cost Component	TOTAL COST
<b>A. Capital Outlay (CO)</b>	
1. Hardware (Acquisition Cost) (Must not exceed the amount of ₱5,000,000.00)	₱
2. Software (Acquisition Cost) (Must not exceed the amount of ₱22,500,000.00)	₱
3. Project Implementation (Must not exceed the amount of ₱16,800,000.00)	₱
SUB-TOTAL FOR CAPITAL OUTLAY (Must not exceed the total amount of ₱44,300,000.00)	₱
<b>B. Maintenance &amp; Other Operating Expenses (MOOE)</b>	
4. Training	FREE
5. Two-Year Warranty	FREE
6. Three-Year Maintenance Cost after the Two-Year Warranty period (Hardware and Software) (Must not exceed the amount of ₱6,700,000.00)	₱
SUB-TOTAL FOR MOOE (Must not exceed the amount of ₱6,700,000.00)	₱
<b>GRAND TOTAL</b>	₱

**Note:**

1. Any bid with a financial component exceeding the amount per item as indicated above shall not be accepted.
2. Fill up all required items/field (with ₱) in the bid breakdown. Failure to indicate any of the following shall **mean outright disqualification** since bid is considered Non-Responsive.
  - If the item is given for free, indicate dash (-), zero (0) or free
  - If the item is not applicable, indicate N/A
3. Three-year maintenance costs (MOOE) after the two-year warranty period shall be paid in twelve (12) equal quarterly installments starting Year 3 up to Year 5.
4. Please use the softcopy of the Bid Breakdown provided to the bidders.
5. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
6. Bid proposal must be inclusive of all applicable taxes.
7. Warranty requirement is at no cost to SSS.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



**Formula in the Computation of NFCC**

\_\_\_\_\_  
 NAME OF PROJECT

\_\_\_\_\_  
 NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

**Value of Outstanding Works under On-going Contracts:**

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
<b>TOTAL</b>			

Use additional sheet/s, if necessary

FORMULA:

$$15 \left( \frac{\text{Current Assets}}{\text{Current Assets}} - \frac{\text{Current Liabilities}}{\text{Current Liabilities}} \right) - \frac{\text{Total Outstanding Works}}{\text{Total Outstanding Works}} = \text{NFCC}$$

P _____ NFCC
-----------------

Prepared and Submitted by:

\_\_\_\_\_  
 Signature over Printed Name

(Name of Bank)

**COMMITTED LINE OF CREDIT CERTIFICATE**

Date: \_\_\_\_\_

**Social Security System (SSS)**  
SSS Main Building, East Avenue  
Diliman, Quezon City

CONTRACT PROJECT	:	_____
COMPANY/FIRM	:	_____
ADDRESS	:	_____
BANK/FINANCING	:	_____
INSTITUTION	:	_____
ADDRESS	:	_____
AMOUNT	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

\_\_\_\_\_  
Name and Signature of Authorized Financing Institution Office

\_\_\_\_\_  
Office Designation

Concurred by:

\_\_\_\_\_  
Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

\_\_\_\_\_  
Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004 Rules on Notarial Practice \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

NOTARY PUBLIC

Doc No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of : \_\_\_\_\_

**(Note: The amount committed should be machine validated in the Certificate itself)**

**FORM-05**

**STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS**

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT

**FORM-06**

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)**

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS

**Bid Securing Declaration Form**

REPUBLIC OF THE PHILIPPINES) CITY OF \_\_\_\_\_ ) S.S.

**BID SECURING DECLARATION**

**Project Identification No.: [Insert number]**

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]* Affiant

**[Jurat]**

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

*GPPB Resolution No. 16-2020, dated 16 September 2020*

**Contract Agreement Form for the Procurement of Goods (Revised)**

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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**CONTRACT AGREEMENT**

**Supply, Delivery, Installation into Operational State. And Maintenance of An Investment Management System (IMS) (Re-Advertisement)**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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

*GPPB Resolution No. 16-2020, dated 16 September 2020*

## Omnibus Sworn Statement (Revised)

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and



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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

GPPB Resolution No. 16-2020, dated 16 September 2020

**Performance Securing Declaration (Revised)**

[As alternative performance security to be submitted by the winning bidder within ten (10) days from receipt of Notice of Award]

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS*

*AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

# *Annex A*

## *Payment Milestone*

<b>Schedule of Requirements Breakdown</b>	<b>Delivery Period</b>	<b>Payment Milestone</b>	<b>Required Certifications</b>	<b>Responsible Unit</b>
<b>1) Delivery of Hardware</b>	1 <sup>st</sup> – 3 <sup>rd</sup> month	Full amount of Hardware component	Certificate of Acceptance on Hardware	Members of IMS Steering Committee and Chairman of the Working Committee
<b>2) Delivery of IMS Application (including licenses) and Documentations; Installation and Configuration of IMS to Production; and Trainings (Manufacturer Certified Technical Training and Administration Technical Training).</b>	1 <sup>st</sup> – 10 <sup>th</sup> month	15% Software Cost and 15% of Project Implementation Cost	Certificate of Acceptance	Members of IMS Steering Committee and Chairman of the Working Committee
<b>3) User Acceptance after Go Live and Performance Testing.</b>		Remaining Software Cost and Project Implementation Cost	Certificate of Acceptance	Members of IMS Steering Committee and Chairman of the Working Committee
<b>4) Maintenance</b>	shall cover years 3 to 5, directly after the 2-year Free warranty period.	Twelve (12) equal quarterly installments upon submission of maintenance and billing reports. Aggregate amount shall not exceed Php9.0-M.	Certificate of Acceptance	Heads of the ff: Investments Sector (with recommendation from the Heads of concerned units within the Investments Sector), IAD and ITMG

Notes:

Payment Milestone shall be based on Contract Cost.

The above requirements are in addition to Procurement Planning and Management Department's (PPMD) checklist requirements for payment of billings.

No milestone payment will be made until the completion and subsequent user acceptance of the respective milestone deliverable. The Winning Bidder is required to submit with each request for payment, a certification of the completion of the performance milestone deliverable for which the payment is requested.

All warranties shall start after date of user acceptance/ IMS Go live.

\*IMS = Investment Management System - Steering Committee

\*IAD = Investments Accounting Department

\*ITMG –Information Technology Management Group

## *Annex B. Acceptance Criteria*

ITEM	DELIVERABLE ITEMS	ACCEPTANCE CHECKLIST
1	<b>HARDWARE TECHNICAL SPECIFICATIONS</b>	
1.1	<b>Data Base and Application Servers</b> <ul style="list-style-type: none"> <li>• One (1) in main data center and one (1) in business recovery center</li> </ul>	
1.1.1	Form Factor	2U rack-mount
1.1.2	Processor	2x Processor 3.3GHz with 8 cores, 16 threads, 2933 MHz Max Memory Speed
1.1.3	Memory	4x 16GB DDR4 2933MHz (2Rx8 1.2V) RDIMM
		Supports up to 3TB
		Offers protection in the event of a non-correctable memory failure with Single Device Data Correction (SDDC, also known as Chipkill, requires x4-based DIMMs), Adaptive Double Device Data Correction, Error correction code (ECC), memory mirroring, memory rank sparing, patrol scrubbing, and demand scrubbing.
1.1.4	Storage	5x 2.5" 2.4TB 10K SAS 12Gb Hot Swap 512e HDD, Configured in Raid 10 + Hot Spare
		2x M.2 240GB SATA 6Gbps Non-Hot Swap SSD, Hardware-Based Mirroring
		Must have 24 x 2.5" Disk Bays
1.1.5	RAID Controller	12 Gbps SAS/SATA RAID controller that supports RAID 0, 1, 10, 5, 50, 6, 60 with 4GB Cache. Supports 24 drives.
1.1.6	Power Supply	2x 1100W (230V/115V) Platinum Hot-Swap Power Supply
		Supports up to two redundant hot-swap 550 W, 750 W, or 1100 W (100 - 240 V), or 1600 W (200 - 240 V) High Efficiency Platinum AC power supplies
1.1.7	Cooling	Six hot-swap system fans with N+1 redundancy.
1.1.8	Connectivity	4-port 10Gb 4-port Base-T LOM
		2x 10/25GbE SFP28 2-port PCIe Ethernet Adapter
		4x 5m Passive 25G SFP28 DAC Cable
		Compatible with SSS existing Top-Of-Rack Switch
		Supports optional mezzanine LOM (ML2) slot for dual-port 10 GbE cards with SFP+ or RJ-45 connectors or single- or dual-port 25 GbE cards with SFP28 connectors
1.1.9	PCI Expansion Slot	Supports up to seven PCIe slots
1.1.10	Included License	Windows Server 2019 Standard for 16 Cores and Lenovo XClarity Pro for 5 Years
1.1.11	Systems Management	Must be manageable by the existing XClarity Pro Management software
		Supports a UEFI-based tool, accessible from F1 during boot, to provide system inventory information, graphical UEFI Setup, platform update function, RAID Setup wizard, operating

		system installation function, and diagnostic functions.	
		Supports a UEFI-based tool, accessible from F1 during boot, to provide system inventory information, graphical UEFI Setup, platform update function, RAID Setup wizard, operating system installation function, and diagnostic functions.	
		A system of LEDs on various external and internal components of the server that leads you to the failed component. When an error occurs, LEDs are lit on the front I/O assembly, the rear panel, the system board, and the failed component to simplify servicing, speeds up problem resolution, and helps improve system availability.	
		Continuously monitors system parameters, triggers alerts, and performs recovery actions in case of failure to minimize downtime with Built-in Server Management Module	
1.1.12	Compliance	Must be able to provide proactive alerts for processors, voltage regulators, memory, internal storage (SAS/SATA HDDs and SSDs, NVMe SSDs, M.2 storage, flash storage adapters), fans, power supplies, RAID controllers, and server ambient and sub-component temperatures	
1.1.13	Operating Environment	United States FCC Part 15, Class A Canada ICES-003/NMB-03, Class A UL/CSA 0950-1 Mexico NOM-019 Argentina IEC60950-1 Japan VCCI, Class A Australia/New Zealand AS/NZS CISPR 22, Class A China CCC GB4943.1, GB9254 Class A, GB17625.1 Taiwan BSMI CNS13438, Class A; CNS14336-1 Korea KN22, Class A; KN24 Russia/GOST ME01; IEC-60950-1; GOST R 51318.22, 51318.24, 51317.3.2, and 51317.3.3 IEC 60950-1 (CB Certificate and CB Test Report) Europe CE Mark (EN55022 Class A, EN60950-1, EN55024, EN61000-3-2, EN61000-3-3) CISPR 22, Class A Germany TUV-GS (EN60950-1 /IEC60950-1,EK1-ITB2000) Reduction of Hazardous Substances (ROHS) Energy Star 2.1	
1.1.14	Warranty	For hardware, the warranty period shall be two (2) year warranty and three (3) year maintenance after the warranty period	
1.1.15	Provide partition for development for development platform	<ul style="list-style-type: none"> <li>development platform should be provided for customized functionalities of the IMS</li> </ul>	
<b>1.2</b>	<b>DESKTOP COMPUTERS/WORKSTATIONS (30 units)</b>		
1.2.1	PROCESSOR	2 Cores, 4 Threads, 3 MB L3 Cache, Latest Generation chipset	
1.2.2	MEMORY	8 GB 2133 MHz DDR4 (2 x 4 GB DIMMs - Dual Channel)	
1.2.3	HARD DRIVE	512 GB SSD	
1.2.4	VIDEO CARD	Integrated, with at least 1GB shared RAM	
1.2.5	NETWORK INTERFACE CARD	<ul style="list-style-type: none"> <li>On-board Ethernet 10/100/1000 mbps</li> </ul>	

		<ul style="list-style-type: none"> <li>Built-in Wireless LAN Adapter (802.11 ac)</li> </ul>	
1.2.6	USB PORT	6 On-board USB ports <ul style="list-style-type: none"> <li>At least two (2) ports located at the front panel</li> <li>At least two (2) USB 3.0 ports</li> </ul>	
1.2.7	AUDIO PORT	On-board Audio ports <ul style="list-style-type: none"> <li>Audio-out</li> <li>Headphone and microphone connector or combo on front panel</li> </ul>	
1.2.8	CASING	SFF Desktop: Maximum height is 4 inches	
1.2.9	MONITOR:	At least 23" Wide LED,1920X1080, DVI or HDMI or Display Port ( <i>must be the same brand with CPU</i> )	
1.2.10	VIDEO INTERFACE:	DVI or HDMI or Display Port	
1.2.11	MOUSE:	USB Optical Wheel Mouse with Mouse Pad ( <i>must be the same brand with CPU</i> )	
1.2.12	KEYBOARD:	USB QWERTY – 104 Keys ( <i>must be the same brand with CPU</i> )	
1.2.13	OPERATING SYSTEM:	<ul style="list-style-type: none"> <li>WINDOWS 10 Professional (64-bit) OS</li> <li>Must be Original Equipment Manufacturer (OEM) License</li> <li>Proposed hardware must have a certification from the manufacturer stating the hardware can run WINDOWS 10 Professional (64-bit) OS</li> </ul>	

ITEM	DELIVERABLE ITEMS		ACCEPTANCE CHECKLIST
2	<b>FUNCTIONAL REQUIREMENTS</b>		Description
	<i>A. Front Office – Equities – Research and Portfolio Management</i>		
	<b>PORTFOLIO MANAGEMENT</b>		
	1. Portfolio Optimization	The system should be able to generate reports from various master files within the IMS for use in the equity portfolio optimization process.	<p>Able to extract the following data from various databases:</p> <ul style="list-style-type: none"> <li>• Stock Code</li> <li>• Target Price</li> <li>• Expected Dividend Yield</li> <li>• Charter Limits</li> <li>• Stock Limits</li> <li>• Concentration Limits</li> </ul>
		The system should have the facility to capture information from user-defined worksheet(s) in the equity portfolio optimization process.	<p>Able to extract / pull the following data from user-defined worksheets for equity portfolio optimization</p> <ul style="list-style-type: none"> <li>• Model Portfolio (per stock) <ul style="list-style-type: none"> <li>○ Current Shares</li> <li>○ Proposed Value</li> <li>○ Proposed Shares</li> <li>○ Required Value</li> <li>○ Shares to Sell/Buy</li> <li>○ Action</li> </ul> </li> <li>• Sharpe Ratio</li> <li>• PSEI Sharpe Ratio</li> <li>• Value at Risk (VaR)</li> <li>• Sectoral Allocation</li> <li>• Sensitivity Analysis</li> <li>• Target Price</li> <li>• Expected Yield</li> <li>• Latest Close</li> </ul>

		The system should perform completeness check for mandatory information needed for the optimal portfolio report.	Checks the completeness of mandatory fields from the uploaded excel file	
		The system should be able to generate an optimal portfolio report.	Generates optimal portfolio report incorporating data from the Excel-based equity portfolio optimization worksheet	
	2. Stock Assignment	The system should be able to generate reports from various master files within the IMS for use in the daily stock assignment process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Trader identities</li> <li>• Trader limits</li> <li>• Broker allocation</li> <li>• Previous trader-stock allocations</li> <li>• Stock performance to date for the month</li> <li>• Trader percentage of transactions for the month/year (per trader)</li> </ul>	
		The system should have the facility to capture information from user-defined worksheet(s) in the daily stock assignment process.	Able to extract / pull the stock assignment data from user-defined worksheets	
		The system should be able to link the stock assignments with the order routing process, trader control rating and transaction database file (trade blotter).	Limit stocks available for order per trader only on the stock assignments for the day	
	3. Broker Allocation	The system should be able to generate reports from various master files within the IMS for use in the daily broker allocation process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> <li>• Accredited Brokers</li> <li>• Broker Limits</li> <li>• Broker Ratings</li> <li>• Broker Status</li> </ul>	
		The system should have the facility to capture information from user-defined worksheet(s) in the broker allocation process.	Able to extract / pull the broker allocation data from user-defined worksheets	
		The system should be able to verify if the broker has been accredited.	Verifies if the broker has already been created in Stock Master File	



		The system should be able to capture numerical values for the amount allocated to brokers.	Performs edit checks for the broker allocation from the uploaded excel file	
		The system should be able to keep track the remaining broker allocation amount.	Maintains and shows the remaining broker allocation	
<b>RESEARCH</b>				
1. Fundamental Analysis		The system should be able to accept the fundamental analysis data entered by the user.	Captures data input such as: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Recommendation (Select - hold, sell, buy)</li> <li>• Other fundamental analysis data</li> </ul>	
		The system should be able to verify if the stock have been accredited.	Verifies if the stock code has already been created in Stock Master File	
		The system should be able to extract/pull the market data from MDV.	Captures the following data from MDV and allows modification by the user <ul style="list-style-type: none"> <li>• Stock target price</li> <li>• Expected dividend yield</li> <li>• Other market data</li> </ul>	
		The system should be able to reflect the system date upon fundamental analysis update.	Displays the system date when the recommendation was entered	
		The system should be able to accept the financial ratio entered by the user.	Captures and stores the following data input: <ul style="list-style-type: none"> <li>• Debt ratio</li> <li>• Debt to equity ratio</li> <li>• Liquidity ratio</li> <li>• Return on equity</li> <li>• Return on assets</li> <li>• Net profit margin</li> <li>• Other financial ratios (user-defined)</li> </ul>	
		The system should maintain a document repository.	Able to store the following files on a per company basis: <ul style="list-style-type: none"> <li>• Brokers' fundamental reports</li> <li>• Company financial documents</li> <li>• In-house fundamental analysis</li> <li>• Other files</li> </ul>	

		The system should have a maker-checker facility for the fundamental analysis.	Notifies the reviewer/checker for the fundamental analysis entered in the system	
			Requires the reviewer/checker to approve the fundamental analysis entered in the system before it can be viewed by the Portfolio Managers / Traders	
		The system should be able to tag each fundamental research output with a status.	Shows the following status of fundamental research output: <ul style="list-style-type: none"> <li>• For review</li> <li>• For approval</li> <li>• For amendment</li> <li>• Other status</li> </ul>	
		The system should be able to present the fundamental analysis data in tabular format for the users.	Generates summary tables for Portfolio Manager / Trader which contain the following: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Stock target price</li> <li>• Expected dividend yield</li> <li>• Recommendation (hold, sell, buy)</li> <li>• Recommendation date</li> <li>• Other details as deemed necessary</li> </ul>	
		The system should be able to accept the broker's recommended price entered by the user.	Captures broker's recommended stock price	
		Able to generate graphs indicating the date of a broker's fundamental analyst target price, as well as the stock price behavior thereafter		
2. Technical Analysis	The system should be able to accept the technical analysis data entered by the user.	Captures data input such as: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Trend (Select - up, down, sideways) indicators</li> <li>• Momentum</li> <li>• Volume indicators</li> <li>• Volatility indicators</li> <li>• Recommendation (Select - hold, sell, buy and other recommendations)</li> <li>• Others</li> </ul>		

		The system should be able to reflect the system date upon technical analysis update.	Displays the system date when the recommendation was entered	
		The system should maintain a technical research repository.	Able to store the following files on a per company basis: <ul style="list-style-type: none"> <li>• Brokers' technical reports</li> <li>• In-house technical reports</li> <li>• Other files</li> </ul>	
		The system should have a maker-checker facility for the technical analysis.	Notifies the reviewer/checker for the technical analysis entered in the system.	
			Requires the reviewer/checker to approve the technical analysis entered in the system before it can be viewed by the Portfolio Managers / Traders.	
		The system should be able to tag each technical research output with a status.	Shows the following status of fundamental research output: <ul style="list-style-type: none"> <li>• For review</li> <li>• For approval</li> <li>• For amendment</li> <li>• Other status</li> </ul>	
		The system should be able to present the technical analysis data in tabular format for the users.	Generates summary tables for fund manager / trader which contain the following: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Trend</li> <li>• Momentum</li> <li>• Volume indicators</li> <li>• Volatility indicators</li> <li>• Recommendation per stock</li> <li>• Others</li> </ul>	

		The system should be able to accept the broker's recommended price entered by the user.	Captures broker's recommended stock price	
			Able to generate graphs indicating the date of a broker's technical analyst target price, as well as the stock price behavior thereafter	
	3. Security Accreditation	The system should be able to set-up and maintain a list of accredited securities by fund.	Captures the following data being inputted by user: <ul style="list-style-type: none"> <li>• Stock code</li> <li>• Stock information</li> <li>• "New" or "Existing"</li> <li>• Applicable fund</li> <li>• Other data</li> </ul>	
		The system should have a maker-checker facility for the security accreditation.	Notifies the reviewer/checker for the data entered in the system. Requires the reviewer/checker to approve the data entered in the system before it can be viewed by all users	
<b><i>B. Front Office – Equities – Trading</i></b>				
<b>TRADING</b>				
	1. Order Routing	The system should have a trading desk.	Shows the following information and their sources: <ul style="list-style-type: none"> <li>• Current position - Securities Inventory</li> <li>• Current working buy orders - Trade Blotter</li> <li>• Current working sell orders</li> <li>• Market data - MDV</li> <li>• Market news - MDV</li> <li>• Trade ticket generator - Trade Details</li> <li>• Other trading information</li> </ul>	
		The system should have a facility for encoding trade details.	Captures the following trade details: <ul style="list-style-type: none"> <li>• Instrument Type (Select: Equity, Corporate Bonds, Government Securities and other instruments)</li> <li>• Stock Code/ISIN (Select from Accredited Equity and Corporate Bonds Master File or data entry for Government Securities - Primary)</li> <li>• Security classification (AFS/HFT/HTM per PAS 39 or FVPL/FVOCI/Amortized Cost per PFRS 9)</li> </ul>	

			<ul style="list-style-type: none"> <li>• Broker Name (Select from Broker Master File)</li> <li>• Volume</li> <li>• Buy/Sell</li> <li>• Order type</li> <li>• Order duration</li> <li>• Basis for trade</li> <li>• Selection of lot/acquisition cost</li> <li>• Initial trade allocation to funds</li> <li>• Other trade details</li> </ul>	
			Automatically uses the system date as the transaction date	
			Automatically checks the completeness of the data entered in the system	
		The system should automatically perform limit checks upon data entry.	Rejects orders that have breached the charter limits	
			Requires online approval for orders that exceeded all other limits except charter limits	
			Capable of showing a limit check summary with the following details for every order encoded: <ul style="list-style-type: none"> <li>• All limit types</li> <li>• Amount/units of excess over the limits</li> <li>• Remaining margin before limits are breached</li> </ul>	
		The system validates the availability of securities to be sold.	Automatically checks the availability of securities to be sold whether it is certificated or scripless	
		The system automatically assigns a sequential Trade ID.	Automatically assigns a sequential Trade ID for each type of security	
			Does not allow overwriting of the assigned Trade ID	

		<p>The system should have an online facility that allows brokers to view the trades for the day, i.e., a Web Browser-Based Interface (WBBI). (For Equities, and Government Securities and Corporate Bonds - Secondary)</p>	<p>Shows only the following information to the broker:</p> <ul style="list-style-type: none"> <li>• Instrument Type (Select: Equity, Corporate Bonds, Government Securities and other instruments)</li> <li>• Stock Code/ISIN (Select from Accredited Equity and Corporate Bonds Master File or data entry for Government Securities Primary)</li> <li>• Broker Name (Select from Broker Master File)</li> <li>• Volume</li> <li>• Buy/Sell</li> <li>• Order type</li> <li>• Order duration</li> <li>• Initial trade allocation to funds</li> </ul>	
		<p>The system should be able to tag each trade with a status.</p>	<p>Tags each trade for Equities with a corresponding status as follows:</p> <ul style="list-style-type: none"> <li>• Pending Approval (Orders awaiting approval)</li> <li>• Unfilled (Default status upon approval and remain unexecuted)</li> <li>• Rejected (Orders that have not been approved)</li> <li>• Accepted (Broker has accepted thru WBBI the assigned trades)</li> <li>• Cancelled (Unexecuted orders that have been cancelled)</li> <li>• Filled (Broker has confirmed thru WBBI that 100% of the order has been executed)</li> <li>• Partially Filled (Broker has confirmed thru WBBI that less than 100% of the order has been executed)</li> <li>• Confirmed (Trader has confirmed based on manual checking of broker confirmation)</li> <li>• Settled (Payment has been made)</li> <li>• Optional (user-defined)</li> </ul>	

			Tags each Government Securities primary issuance with a corresponding status as follows: <ul style="list-style-type: none"> <li>• Pending Approval (Orders awaiting approval)</li> <li>• Rejected (Orders that have not been approved)</li> <li>• Confirmed (Confirmed by BoT)</li> <li>• Settled (Payment has been made)</li> <li>• Optional (user-defined)</li> </ul>	
		The system should have a facility to update trade status either automatically or via manual input.	Updates the trade status automatically or upon manual trigger	
		The system should have a facility to update trade status either automatically or via manual input.	Allows direct market access to exchanges such as: <ul style="list-style-type: none"> <li>• Philippine Dealing Exchange (PDEX)</li> <li>• Philippine Stock Exchange (PSE)</li> <li>• Others</li> </ul>	
		The system should be able to follow standard status work-flow.	Allows status changes consistent with predetermined status work-flow	
	2. Trade Approval	The system should have a facility to show the list of trades per status.	Capable of showing a trade listing for each of the following status: <ul style="list-style-type: none"> <li>• Pending Approval</li> <li>• Unfilled</li> <li>• Rejected</li> <li>• Accepted</li> <li>• Cancelled</li> <li>• Filled</li> <li>• Partially Filled</li> <li>• Confirmed</li> <li>• Settled</li> <li>• Optional (user-defined)</li> </ul>	
		The system should have a facility for automatic routing of trades for approval.	Routes trades directly to the appropriate approvers based on their pre-defined authority levels	
		The system should have a facility for re-routing of trades only to authorized personnel.	Sends the trade order back to the trader if modification is needed	
			Allows the following modifications from the trader:	

			<ul style="list-style-type: none"> <li>• Change price</li> <li>• Change broker</li> <li>• Change security classification (AFS/HFT/HTM per PAS 39 or FVPL/FVOCI/Amortized Cost per PFRS 9)</li> <li>• Changes stock Code/ISIN</li> <li>• Change order volume</li> <li>• Change order instruction (buy/sell)</li> <li>• Change order type</li> <li>• Change duration of the order</li> <li>• Change basis for trade</li> </ul>	
		The system should be able to display the order history.	Captures the following information for each order <ul style="list-style-type: none"> <li>• Trade ID</li> <li>• Order Number</li> <li>• Transaction Date</li> <li>• Stock</li> <li>• Number of Shares</li> <li>• Matched Shares</li> <li>• Price</li> <li>• Transaction Type</li> <li>• Status</li> <li>• Remarks</li> <li>• Others</li> </ul>	
	3. Order Management	The system should have a notification facility for broker's/dealer-arranger's acceptance of trade order. (For Equities and Government Securities - Secondary and Corporate Bonds - Secondary).	Automatically prompts the trader for pending broker's delivery notifications (e.g. receipt and/or acceptance) after a period of time	
			Automatically sends an online notification upon broker's receipt and/or acceptance of the trade order <ul style="list-style-type: none"> <li>• Trade Allocations / Instructions</li> <li>• Others</li> </ul>	



		<p>The system should have a facility that summarizes status of orders per broker/dealer-arranger. (For Equities and Government Securities - Secondary and Corporate Bonds - Secondary).</p>	<p>Generates a status report of orders per broker upon execution or as needed. The report should include the following details per broker:</p> <ul style="list-style-type: none"> <li>• Broker name</li> <li>• Date and time of each order</li> <li>• Type of order (Buy/Sell, Market/Limit/Others)</li> <li>• Status of order (Unfilled, Partially filled, Filled, Confirmed)</li> <li>• Date and time of execution</li> <li>• Time from order to execution</li> <li>• Executed price</li> <li>• Average price per broker</li> <li>• Broker percentage of total transactions per trader and per broker</li> </ul>	
	4. Trade Allocation	<p>The system is capable of tagging investment instruments to each fund maintained in the system.</p> <ul style="list-style-type: none"> <li>• SSS Fund</li> <li>• EC Fund</li> <li>• EP Fund</li> <li>• Provident Fund for OFW's</li> <li>• Provident Fund for SSS Members</li> <li>• Other funds maintained in the system</li> </ul>	<p>Allows setting an initial allocation of trades to the funds</p> <p>Allows tagging of trades based on two levels:</p> <ul style="list-style-type: none"> <li>• Fund source</li> <li>• Instrument type</li> </ul> <p>Generates a summary of the trades/investment securities attributable to each fund which shows the following details</p> <ul style="list-style-type: none"> <li>• Unrealized Gain/Loss</li> <li>• Interest income</li> <li>• Dividend income</li> <li>• Portfolio mix/structure</li> <li>• Others</li> </ul>	
		<p>The system allows allocating trades using different methods.</p>	<p>Allows allocating buying/selling transactions through:</p> <ul style="list-style-type: none"> <li>• Equal allocation</li> <li>• User defined allocation</li> <li>• Predetermined allocation</li> <li>• Pro rata based on relative size of each fund</li> </ul>	
		<p>The system allows modifying of the initial trade allocation.</p>	<p>Has the facility for reallocating trades made or investment securities among the funds maintained in the system</p>	

<i>C. Front Office – Corporate Bonds – Primary</i>		
<b>TRADING</b>		
1. Issuer Credit Scoring	The system should have a trading desk.	Shows the following information and their sources: <ul style="list-style-type: none"> <li>• Current position - Securities Inventory</li> <li>• Current working buy orders - Trade Blotter</li> <li>• Current working sell orders</li> <li>• Market data - MDV</li> <li>• Market news - MDV</li> <li>• Trade ticket generator - Trade Details</li> <li>• Other trading information</li> </ul>
	The system should be able to capture the issuer credit score criteria and weights.	Captures the issuer credit score criteria and weights as defined by the management
	The system should be able to capture the score details inputted by the user.	Captures the score inputted per criteria set in the system
		Checks the completeness of all inputted scores based on the set criteria in the system
	The system should be able to compute an issuer credit score based on a predefined weighting scheme.	Captures the following details: <ul style="list-style-type: none"> <li>• System date when scores were given and approved</li> <li>• User ID of analyst who computed and recommended the score</li> <li>• Other information, as deemed fit</li> </ul>
		Automatically computes the issuer credit score based on the predefined weighting scheme and financial and other inputs
	The system should allow modification of the issuer credit scoring weighting scheme.	Allows modification of the issuer credit score weightings by authorized personnel from the Middle Office.
	The system should be able to tag each credit scoring result with a status.	Shows the validated status of credit scoring report after the online review and approval of Senior Fundamental Analyst
The system should automatically calculate the score upon update of the weights.	Computes the score of all unvalidated issuer credit score using the updated weights	

		The system should support a maker-checker review facility for the issuer credit score proposed.	Notifies reviewer / checker for the computed scores	
			Requires the reviewer/checker to approve the issuer credit scoring computed in the system	
2. Investment Proposal		The system should be able to capture bond details inputted by the user and stores in Non-GS Fixed Income Master File.	<p>Captures and requires the details of non-GS issuances including the following:</p> <ul style="list-style-type: none"> <li>• Type of issue</li> <li>• Issuing entity</li> <li>• Joint issue managers</li> <li>• Issue size</li> <li>• Use of proceeds</li> <li>• Tenor</li> <li>• Interest rate</li> <li>• Base Rate</li> <li>• Spread</li> <li>• External credit rating (if any)</li> <li>• Payment frequency</li> <li>• Day basis</li> <li>• Default interest rate</li> <li>• Target issue date</li> <li>• Evaluation status - Pre-approval, Approved, for Bidding, Accepted, Rejected</li> <li>• Collateral and credit enhancements available</li> <li>• Other term details of corporate fixed income issuances</li> </ul>	
		The system should be able to assign unique issuance ID upon inputting issuance details.	Automatically assigns sequential and unique issuance ID	
		The system should be able to link the issuance ID in the Non-GS Fixed Income Master File with the data stored per company.	Captures all issuance ID from Non-GS Fixed Income Master File and associates to the company defined in Data Repository	
		The system should be able to capture the issue credit score criteria and weights.	Captures the issue credit score criteria and weights as defined by the management	

	The system should maintain a document repository.	Able to store the following files per issuance ID and company <ul style="list-style-type: none"> <li>• Offering circular</li> <li>• Other issuance documents</li> </ul>	
	The system should be able to capture the score details inputted by the user.	Captures the issue credit score inputted per criteria set in the system	
		Checks the completeness of all inputted scores based on the set criteria in the system	
		Captures the following details: <ul style="list-style-type: none"> <li>• System date when scores were given and approved</li> <li>• User ID of analyst who computed and recommended the score</li> <li>• Other information, as deemed fit</li> </ul>	
	The system should be able to compute an issue credit score based on a predefined weighting scheme.	Automatically computes the issue credit score based on the predefined weighting scheme and facility terms	
	The system should maintain details of issue credit score as part of the Non-GS Fixed Income Master File.	Able to store other details of the issue credit scores, including the following: <ul style="list-style-type: none"> <li>• Dates when scores were given and approved</li> <li>• Name of analyst who computed and recommended the score</li> <li>• Other information, as deemed fit</li> </ul>	
	The system should allow modification of the issue credit scoring weighting scheme.	Allows modification of the issue credit scoring weightings by authorized personnel	
	The system should be able to compute a composite credit score including the issuer and issue credit score based on a predefined weighting scheme.	Computes the composite credit score based on the predefined weighting scheme and the issuer and credit scores	
	The system should be able to compute a credit spread from a predetermined model.	Computes the credit spread from a predetermined model	

		The system should maintain details of composite credit scores as part of the Non-GS Fixed Income Master File.	Able to store other details of the composite credit scores, including the following: <ul style="list-style-type: none"> <li>• Dates when scores were given and approved</li> <li>• Name of analyst who recommended and computed the score</li> <li>• Other information, as deemed fit</li> </ul>	
		The system should be able to tag each issue credit scoring result with a status.	Shows the validated status of credit scoring report after the online review and approval	
		The system should support a maker-checker review facility for the credit scores proposed.	Notifies reviewer / checker for the computed scores Requires the reviewer/checker to approve the credit scoring	
<b>EXECUTION</b>				
	1. Bidding	The system should maintain a document repository.	Able to store the following files per issuance ID and company. <ul style="list-style-type: none"> <li>• Letter of Firm Commitment</li> <li>• Investment Proposal</li> </ul>	
		The system should be able to tag the status of each issue.	Tags issue the following status: <ul style="list-style-type: none"> <li>• Approved for Bidding</li> <li>• Accepted</li> <li>• Rejected</li> </ul>	
<i>D. Front Office – Govt Securities and Corp Bonds – Second</i>				
<b>RESEARCH</b>				
	1. Fixed Income Analysis	The system should accept the analysis data being entered by the user.	Captures data input such as: <ul style="list-style-type: none"> <li>• Benchmarking</li> <li>• From the Bureau of Treasury (BTr) <ul style="list-style-type: none"> <li>- Tenor</li> <li>- Yield</li> <li>- Maturity</li> </ul> </li> <li>• From competitors <ul style="list-style-type: none"> <li>- Tenor</li> <li>- Yield</li> <li>- Maturity</li> </ul> </li> <li>• Fixed income target price</li> <li>• Recommendation (hold, sell, buy)</li> </ul>	

			<ul style="list-style-type: none"> <li>• Other analysis data</li> </ul>	
		The system should maintain a document repository.	Generates reports containing the following information: <ul style="list-style-type: none"> <li>• Fixed income code</li> <li>• Fixed income target price</li> <li>• Recommendation (hold, sell, buy)</li> <li>• Others</li> </ul>	
<b><i>E. Middle Office</i></b>				
<b>RISK MANAGEMENT</b>				
1. Market Risk Management		The system should be able to capture data from different Market Data Vendors (MDV).	Automatically captures the following information from MDVs: (e.g., Bloomberg, PDEX, etc.) <ul style="list-style-type: none"> <li>• Historical Rates</li> <li>• Fixed Income Prices</li> <li>• Equity Closing Prices</li> <li>• Stock Volume Trading Value</li> <li>• Market Data Values <ul style="list-style-type: none"> <li>- Volatility</li> <li>- Price Correlations</li> <li>- Other Market Data Values</li> </ul> </li> </ul>	
		The system should be able to calculate market risk measurement.	Automatically computes for the Value-at-Risk (VaR), counterparty risk metrics (e.g., credit spread) and pre-settlement risk metrics on a portfolio and individual security level by considering the following: <ul style="list-style-type: none"> <li>• Equity Price Risk</li> <li>• Interest Rate Risk</li> <li>• Foreign Exchange Risk</li> <li>• Other established Risk Parameters</li> </ul>	
			Automatically computes for the hypothetical profit and loss using the following: <ul style="list-style-type: none"> <li>• Historical Prices</li> </ul>	

			<ul style="list-style-type: none"> <li>• Current Prices</li> </ul>	
		The system should generate the VaR report.	Generates the VaR report containing the following <ul style="list-style-type: none"> <li>• VaR for portfolio and significant securities</li> <li>• Matching of VaR value and VaR limits</li> <li>• Comparison between VaR value, hypothetical profit or loss, and actual trading gain or loss</li> <li>• Integrated risk measure across risk factors and asset types</li> </ul>	
		The system should be able to perform simulation testing with a facility for manual inputs if needed.	Has a facility to perform the following simulation testing: <ul style="list-style-type: none"> <li>• Performs Monte Carlo simulation for VaR calculation using: <ul style="list-style-type: none"> <li>- Historical Market Data</li> </ul> </li> <li>• Performs Stress Testing based on different variables <ul style="list-style-type: none"> <li>- Historical Market Data</li> <li>- User-defined scenarios (via manual input)</li> </ul> </li> <li>• Other model development and refinement methods</li> </ul>	
	2. Liquidity Risk Management	The system has a facility to extract data manually or via scheduled job.	Has a facility for data extraction of cash flow (inflows and outflows). Has a facility to compile all trades to be settled. Generates the Fund Flow Summary report containing the following: <ul style="list-style-type: none"> <li>• Contractual cash flow data</li> <li>• Liquidity stress testing results</li> </ul>	
	3. Concentration Risk Management	The system should automatically compute for concentration risk measures.	Automatically computes for the concentration utilization for each of the following: <ul style="list-style-type: none"> <li>• Charter</li> <li>• Portfolio</li> <li>• Industry</li> <li>• Broker</li> <li>• Issuer / Counterparty</li> <li>• Stock</li> <li>• Currency</li> <li>• Product</li> </ul>	

	4. Limits Maintenance and Monitoring	The system should be able to set-up and maintain the limits.	<ul style="list-style-type: none"> <li>• Other exposures of similar risk characteristics</li> </ul> Captures and allows setting of limits such as: <ul style="list-style-type: none"> <li>• Charter <ul style="list-style-type: none"> <li>- As stated in Republic Act 8282</li> </ul> </li> <li>• Portfolio <ul style="list-style-type: none"> <li>- As stated in Republic Act 8282</li> </ul> </li> <li>• Industry <ul style="list-style-type: none"> <li>- Exposure to a single industry sector</li> </ul> </li> <li>• Trader <ul style="list-style-type: none"> <li>- Number of transactions per day</li> </ul> </li> <li>• Issuer (equities) <ul style="list-style-type: none"> <li>- Exposure to a single issuer / family conglomerate</li> </ul> </li> <li>• Counterparty <ul style="list-style-type: none"> <li>- Exposure to a single counterparty</li> </ul> </li> <li>• Issuer (fixed income) <ul style="list-style-type: none"> <li>- Exposure to a single issuer / family conglomerate</li> </ul> </li> <li>• Broker (equities) <ul style="list-style-type: none"> <li>- Number of trades per broker</li> <li>- Transactions amount ceiling</li> </ul> </li> <li>• VaR <ul style="list-style-type: none"> <li>- Acceptable VaR values</li> <li>- Acceptable stressed VaR values</li> </ul> </li> <li>• Stock <ul style="list-style-type: none"> <li>- Number of shares or total market value of one stock</li> </ul> </li> <li>• Depository Bank <ul style="list-style-type: none"> <li>- Ratings-based deposit amount per bank</li> </ul> </li> <li>• Currency <ul style="list-style-type: none"> <li>- Exposure to a single currency</li> </ul> </li> <li>• Product <ul style="list-style-type: none"> <li>- Exposure to a single product</li> <li>- Other limits</li> </ul> </li> </ul>	
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		The system should have an online facility, i.e., a Web Browser-Based Interface (WBBI) that allows external fund managers to change or update the portfolio and security allocation	Updates the portfolio and security allocation upon manual input of external fund manager	
		The system should be able to link the different limits masterfiles.	Automatically rejects limits values entered in the other masterfiles if the limit value exceeds the value set in the following: <ul style="list-style-type: none"> <li>• Charter masterfile (for all limits)</li> <li>• Trade blotter (for product limit)</li> </ul>	
		The system should be able to incorporate Management Action Triggers (MAT).	Automatically sends signal to system-defined users when limits are near breach	
<b>PERFORMANCE MONITORING</b>				
	1. Portfolio Performance Evaluation	The system should be able to display market risk analysis.	Captures the mark-to-market valuation of all investments	
		The system should be able to capture investment targets for the current period.	Captures data for the investment targets budget via manual input	
		The system should generate a variance report.	Generates a variance report by comparing: <ul style="list-style-type: none"> <li>• Investment Targets</li> <li>• Actual Investments</li> </ul>	
		The system should generate portfolio performance report.	Generates Portfolio Performance Report based on the following: <ul style="list-style-type: none"> <li>• Portfolio Market Value</li> <li>• VaR Reports</li> <li>• Concentration Reports</li> <li>• Gain/Loss Report</li> <li>• Variance Report</li> <li>• Dividend Report</li> <li>• Daily monitoring of market volume participation</li> <li>• Daily maturities (for fixed income investments)</li> <li>• Cash flows (for fixed income investments)</li> <li>• Other performance attributes</li> </ul>	

2. Trading Participants Maintenance	The system should be able to set and update the percentage for each trading participant evaluation criteria.	Captures and allows manual data selection for the ratio/weights of the following broker evaluation criteria: <ul style="list-style-type: none"> <li>• Operational support</li> <li>• Execution</li> <li>• Research support</li> <li>• Other applicable criteria</li> </ul>	
		Captures and allows manual data selection for the ratio/weights of the following depository bank evaluation criteria: <ul style="list-style-type: none"> <li>• Liquidity</li> <li>• Solvency</li> <li>• Profitability</li> <li>• Collection efficiency</li> <li>• Other applicable criteria</li> </ul>	
		Captures and allows manual data selection for the ratio / weights for arranger-dealer evaluation criteria.	
	The system should be able to set-up and maintain trading participants.	Captures and allows manual data inputs for setup and maintenance of the following: <ul style="list-style-type: none"> <li>• Broker information</li> <li>• Arrange-dealer information</li> <li>• Depository bank information</li> <li>• Daily compliance on broker management</li> <li>• Done Trades for the day</li> <li>• Net Value for settlement</li> <li>• Daily trading limits</li> <li>• 200 Day Simple Moving Average</li> <li>• 5 Day Exponential Moving Average</li> </ul>	
3. Trading Participants Evaluation	The system should evaluate trading participants' performance using set criteria.	Set criteria yield the following results: <ul style="list-style-type: none"> <li>• Broker's performance rating <ul style="list-style-type: none"> <li>- Operation</li> <li>- Execution</li> <li>- Research ability</li> <li>- Other performace indicators</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>• Arranger-Dealer's performance rating</li> <li>• Depository Bank's performance rating <ul style="list-style-type: none"> <li>- Liquidity</li> <li>- Solvency</li> <li>- Profitability</li> <li>- Other ratios</li> </ul> </li> </ul>	
		The system should compute for the trading participants' weighted average score.	Automatically computes for the weighted performance score of the following (based on pre-defined ratio / weights): <ul style="list-style-type: none"> <li>• Brokers</li> <li>• Arranger-Dealers</li> <li>• Depository Banks</li> </ul>	
		The system should generate trading participants report.	Generates rating and performance reports for the following: <ul style="list-style-type: none"> <li>• Brokers</li> <li>• Arranger-Dealers</li> <li>• Depository Banks</li> </ul>	
<b><i>F. Back Office</i></b>				
<b>INVESTMENT ACCOUNTING AND ADMINISTRATION</b>				
1. Confirmation		The system should have a notification facility for broker's acceptance of trade order through the WBBI.	Automatically sends an online notification upon broker's confirmation on the executed trade order through the WBBI	
			Captures the following details of each confirmed trade through the WBBI, pending final confirmation of the traders: <ul style="list-style-type: none"> <li>• Order Status</li> <li>• Selling / Buying Price</li> <li>• Settlement Date</li> <li>• Settlement Amount</li> <li>• Filled Quantity</li> <li>• Trade ID</li> <li>• Applicable taxes</li> </ul>	
		The system should automatically update the securities inventory and trade blotter.	Updates the securities inventory balance and trade blotter upon status change	
		The system should have a facility to change trade status via manual input.	Updates the trade status upon manual trigger	

	The system should automatically compute settlement amount.	Computes settlement amount using the following <ul style="list-style-type: none"> <li>• Trade Value</li> <li>• Broker's Commission</li> <li>• Withholding Taxes</li> <li>• Other fees charged to SSS</li> </ul>	
	The system should enable manual input of dividend declaration.	Enables manual input of dividend declared such as: <ul style="list-style-type: none"> <li>• Cash Dividend for each stock</li> <li>• Stock Dividends / Stock Splits</li> <li>• Stock Rights</li> <li>• Scrip Dividends</li> <li>• Liquidating Dividends</li> <li>• Property Dividends</li> </ul>	
	The system should automatically compute dividends.	Computes total dividend income	
		Updates Securities Inventory to effect stock dividends or stock splits	
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day procedures: <ul style="list-style-type: none"> <li>• Dividend Reports based on Dividend Declared and Securities Inventory</li> </ul>	
2. Reconciliation	The system should have a facility to receive files / data via manual upload.	Captures details of cash and stock movements via manual upload using: <ul style="list-style-type: none"> <li>• Files in Text Format</li> <li>• Files in Spreadsheet Format</li> <li>• Others (user-defined)</li> </ul>	
	The system should automatically reconcile cash movements with confirmed trades via manual trigger or scheduled job.	Compares details of cash movements with confirmed trades as follows: <ul style="list-style-type: none"> <li>• All Cash Movements (investment-related)</li> <li>• All Confirmed Trades <ul style="list-style-type: none"> <li>- Trade ID</li> <li>- Trade Status</li> <li>- Amount</li> </ul> </li> </ul>	

	The system should automatically reconcile investment / stock positions vis-à-vis custody.	Compares details of stock positions with confirmed trades as follows: <ul style="list-style-type: none"> <li>• Stock Positions <ul style="list-style-type: none"> <li>- IMS Stock Positions at T0</li> <li>- PDTC Stock Positions at T3</li> </ul> </li> </ul>	
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day procedures: <ul style="list-style-type: none"> <li>• Daily Exception Reports, related to the following: <ul style="list-style-type: none"> <li>- Cash Movements Reconciliation</li> <li>- Confirmed Trades</li> <li>- Stock Positions Reconciliation</li> </ul> </li> </ul>	
	The system should have a facility to process adjustments via manual input.	Captures details of adjustments via manual input such as: <ul style="list-style-type: none"> <li>• Adjustments in Trade Status</li> <li>• Adjustments in Stock Positions</li> </ul>	
	The system should have a maker-checker facility for the manual adjustments.	Notifies the reviewer/checker for the manual entry in the system	
		Requires the reviewer/checker to approve the manual entry in the system	
3. Valuation	The system should automatically compute Investment Cost.	Computes investment cost using the following methods: <ul style="list-style-type: none"> <li>• Specific Identification</li> <li>• First-In, First-Out</li> <li>• Weighted Average</li> </ul>	
	The system should automatically compute applicable Realized Gain / Loss.	Computes realized gain / loss for traded securities	
	The system should have an interface with Market Data Vendors such as: <ul style="list-style-type: none"> <li>o Reuters</li> <li>o Bloomberg</li> <li>o Technistock</li> <li>o PDEX</li> <li>o Philippine Stock Exchange</li> <li>o Bureau of Treasury</li> </ul>	Captures details of each market data feed on a real-time basis as follows: <ul style="list-style-type: none"> <li>• Security</li> <li>• Market Price</li> <li>• Market Capitalization</li> <li>• Dividend Declaration / Details</li> <li>• Beta</li> <li>• Market rates</li> <li>• Other relevant market data</li> </ul>	

	The system should enable manual encoding of non-market data for complex securities.	Enables manual input of valuation data for complex securities	
	The system should automatically compute Carrying Value for each security type.	Computes carrying value of each investment using the following: <ul style="list-style-type: none"> <li>• Valuation at Fair Value</li> <li>• Valuation at Amortized Cost</li> </ul>	
	The system should automatically compute Fair Market Value.	Computes fair market value and unrealized gain / loss as of a given time for each investment using the following: <ul style="list-style-type: none"> <li>• Closing Prices</li> <li>• Mid-Market Prices</li> <li>• Best Prices</li> </ul>	
	The system should automatically compute mark-to-market gains or loses	Automatically determines gains/losses depending on security classification: <ul style="list-style-type: none"> <li>• at Fair Value through Profit/Loss</li> <li>• at Fair Value through Other Comprehensive Income</li> </ul>	
	The system is able maintains amortization tables for Fixed Income Securities in original currency.	Maintains amortization tables for fixed income securities using original currency	
	The system should be able to properly accrue interest.	Computes interest income and taxes for fixed income securities <ul style="list-style-type: none"> <li>• Using Nominal Interest Rate</li> <li>• Using Effective Interest Rate</li> </ul>	
	The system should automatically compute for gains/losses due to changes in foreign exchange.	Computes foreign exchange gains/losses in accordance with IAS 21	
	The system should be able to value various financial instruments.	Values various financial instruments as follows: <ul style="list-style-type: none"> <li>• Zero Coupon CD, CP, and T-bills</li> <li>• Coupon-bearing CD, CP and T-bills</li> <li>• Commercial Paper and Deep Discount Notes</li> <li>• Plain Vanilla Bonds</li> <li>• Callable Bonds</li> <li>• Puttable Bonds</li> <li>• Convertible Bonds</li> <li>• Reversed Convertible Bonds</li> <li>• Floating Rate Notes</li> </ul>	

			<ul style="list-style-type: none"> <li>• Cash Flow Tables</li> <li>• Coupon and Redemption Flows</li> <li>• Notes with Index or Inflation-linked Coupons</li> <li>• Currency Instruments</li> <li>• Spots and Forwards</li> <li>• Currency Swaps</li> <li>• Plain Vanilla, Put / Call Options</li> <li>• Barrier Options (knock-in/out, reverse)</li> <li>• Average Rate Options</li> <li>• Non-deliverable Forwards</li> <li>• Equities</li> <li>• Equity Options (Vanilla)</li> <li>• Treasury Shares</li> <li>• Commodities Instruments</li> <li>• Commodity Forward</li> <li>• Commodity Swaps (Vanilla)</li> <li>• Commodity Swaps (Asian)</li> <li>• Commodity Options (Vanilla)</li> <li>• Commodity Options (Asian)</li> <li>• Other financial instruments not mentioned above</li> </ul>	
4. Financial Recording and Reporting	The system should be able to collect and present relevant financial data and disclosures.	Collects and presents accounting information (balances) using the following: <ul style="list-style-type: none"> <li>• Journal Entries (in accordance with IFRS9 or other reporting standards)</li> <li>• Internal Subsidiary Ledger encompassing: <ul style="list-style-type: none"> <li>- Unrealized Gain or Loss to Profit or Loss</li> <li>- Unrealized Gain or Loss to Other Comprehensive Income</li> <li>- Realized Gain or Loss</li> <li>- Forex Gain or Loss</li> <li>- Interest Income</li> </ul> </li> </ul>		

			<ul style="list-style-type: none"> <li>- Dividends</li> <li>- Daily Accruals</li> <li>- Loss/Expected Credit Loss</li> <li>- Delinquency/Past Due Report</li> <li>- SL and GL Reconciliation Report</li> </ul>	
			<p>Generates the following information required for accounting disclosures as follows:</p> <ul style="list-style-type: none"> <li>• Balance Sheet Information for Financial Instruments</li> <li>• Income &amp; Expense / Gains &amp; Losses for Financial Instruments</li> <li>• Fair Value of Financial Instruments at Amortized Cost</li> <li>• Sensitivity Analysis (stress testing)</li> <li>• Sensitivity Analysis (values at risk)</li> <li>• Concentration Risk Analysis</li> <li>• Market Risk Analysis</li> <li>• Interest Rate Risk</li> <li>• Liquidity Risk</li> <li>• Counterparty Risk</li> <li>• Other disclosure requirements applicable to SSS</li> </ul>	
		The system should be able to maintain foreign currency rates masterfile.	<p>Captures multiple currency rates and conversion via manual input such as:</p> <ul style="list-style-type: none"> <li>• Peso</li> <li>• US Dollar</li> <li>• Euro</li> <li>• Japanese Yen</li> <li>• Other foreign currencies</li> </ul>	
		The system should be able to create journal entries using various foreign currency.	<p>Values journal entries using foreign currency rates/conversion using:</p> <ul style="list-style-type: none"> <li>• Real Currency</li> <li>• Base Currency</li> <li>• Other currencies</li> </ul>	



		The system should have an interface with Accounting System (i.e., SAP-FI).	Classifies journal entries using various level of detail as follows: <ul style="list-style-type: none"> <li>• Transaction Level</li> <li>• Aggregated Level</li> </ul>	
		The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day/month/quarter procedures: <ul style="list-style-type: none"> <li>• Summary of total sales/purchases <ul style="list-style-type: none"> <li>○ Daily Trades <ul style="list-style-type: none"> <li>- Securities</li> <li>- Volumes</li> <li>- Prices</li> <li>- Acquisition Cost</li> <li>- Securities Classification</li> <li>- Transaction Date</li> <li>- Settlement Date</li> <li>- Name of Broker</li> <li>- Commissions</li> <li>- EWT</li> <li>- VAT</li> <li>- Net Receivable/Net Payable</li> </ul> </li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Daily Average Buying and Selling <ul style="list-style-type: none"> <li>○ Historical Data of Actual Trading <ul style="list-style-type: none"> <li>- Securities</li> <li>- Volumes</li> <li>- Prices</li> </ul> </li> <li>○ Daily Trades</li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Daily Summary of Broker Transactions <ul style="list-style-type: none"> <li>○ Historical Data of Actual Trading <ul style="list-style-type: none"> <li>- Stocks</li> <li>- Brokers</li> <li>- Prices</li> </ul> </li> <li>○ Daily Trades</li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Daily Monitoring of Buy and Sell Transactions Volume <ul style="list-style-type: none"> <li>○ Historical Data of Actual Trading</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>- Buying Value</li> <li>- Buying Volume</li> <li>- Selling Value</li> <li>- Selling Volume</li> </ul>	
			<ul style="list-style-type: none"> <li>• Daily Transactions Summary <ul style="list-style-type: none"> <li>○ Done Trades for the Day</li> <li>○ Net Value for Settlement <ul style="list-style-type: none"> <li>- Buying Value</li> <li>- Selling Value</li> </ul> </li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Daily Funds Flow Summary <ul style="list-style-type: none"> <li>○ Investible Funds</li> <li>○ Deployed Funds</li> <li>○ Liquidity Buffer</li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Monthly Broker Transactions <ul style="list-style-type: none"> <li>○ Actual Volume of Broker Transactions</li> <li>○ Paid Commissions to Broker</li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Monthly Summary of Broker Transactions and Commissions <ul style="list-style-type: none"> <li>○ Total Value Traded for Each Broker</li> <li>○ Paid Commissions to Broker</li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Daily Monitoring of PCD Shares <ul style="list-style-type: none"> <li>○ Daily Trades</li> <li>○ Previous Day Inventory</li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Daily Selling and Buying Transactions <ul style="list-style-type: none"> <li>○ AFS/FVOCI Selling Transactions</li> <li>○ AFS/FVOCI Buying Transactions</li> <li>○ HFT/FVPL Selling Transactions</li> <li>○ HFT/FVPL Buying Transactions</li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Monthly B-1: SSS Shares, Board Seats, and Ownership <ul style="list-style-type: none"> <li>○ Inventory of Shares Held</li> </ul> </li> </ul>	
			<ul style="list-style-type: none"> <li>• Summary of Withholding Taxes <ul style="list-style-type: none"> <li>○ Taxes withheld for each broker</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>○ In accordance with BIR form No. 2306 and 2307</li> </ul>	
			<ul style="list-style-type: none"> <li>● Journal Vouchers</li> <li>○ All Subsidiary Ledger entries</li> </ul>	
<b>CUSTODY</b>				
1. Settlement	The system should be able to have a system prompt for trades to be settled.	Executes a prompt for each confirmed trade to be settled:	<ul style="list-style-type: none"> <li>● All Equities</li> <li>● All Corporate Bonds</li> <li>● All Government Securities</li> <li>● Other types of securities</li> </ul>	
	The system should be able to handle electronic fund transfer transactions (EFT).	Captures settlement amounts via electronic fund transfer using the following:	<ul style="list-style-type: none"> <li>● Credit Memo, with Bank Account Numbers and Amount</li> <li>● Debit Memo, with Bank Account Numbers and Amount</li> </ul>	
	The system should be able to update status of trade automatically or upon manual trigger.	Updates the status of each trade to Settled upon payment validation	<ul style="list-style-type: none"> <li>● with Official Receipt (OR) Number</li> </ul>	
	The system should automatically generate invoices and official receipt for all settlement transactions.	Generates invoices and/or upon completion of settlement instructions for the following:	<ul style="list-style-type: none"> <li>● Settlement Transactions – Buying</li> <li>● Settlement Transactions – Selling</li> </ul>	
<b>G. System Administration</b>				
<b>INVESTMENT MANAGEMENT SYSTEM</b>				
1. System Administration Masterfile Maintenance	<p>The system should have the facilities that enable users to maintain masterfiles, system settings and others.</p> <ul style="list-style-type: none"> <li>● System Values and Parameters</li> <li>● Processing Calendar</li>   <li>● Master file Maintenance <ul style="list-style-type: none"> <li>○ Market Data</li> </ul> </li> </ul>	Allows the setup of required parameters and system values based on existing laws, rules, regulations, policies, formulas, reference dates, etc.		
		Allows set up and maintenance of processing calendar.	<ul style="list-style-type: none"> <li>○ Due Dates</li> </ul>	

		<ul style="list-style-type: none"> <li>○ Trade Blotter</li> <li>○ Securities Inventory</li> <li>○ Decision Support</li> <li>○ Trader Stock Allocation</li> <li>○ Limits</li> <li>○ Broker</li> <li>○ Broker Rating Criteria</li> <li>○ Others</li> <li>● Adhoc Reporting Facilities</li> </ul>	<ul style="list-style-type: none"> <li>○ Policies</li> <li>○ Coverage</li> <li>○ Processing Dates</li> <li>○ Others</li> </ul>	
			Allows modification to parameters by authorized users.	
			Provides a facility to customize reports as needed by the end-users.	
			Provides an audit trail/log of all system and parameter changes (e.g., date, type, access level, etc.)	
2. Isolation of Access of Information and Audit Control	The system should be able to restrict access to authorized personnel.	Uses its own secure directory service for user account management.		
		Allows definition and maintenance of access to authorized users <ul style="list-style-type: none"> <li>● Definition and maintenance of unique user IDs and passwords</li> <li>● Definition and maintenance of user groups</li> <li>● Definition of access to field level, record, menu, transaction</li> <li>● Customizing user menus according to job function</li> <li>● Others</li> </ul>		
		Allows definition and maintenance of access to external authorized users (brokers) for web browser-based interface		
	The system should have the facility for monitoring actions taken by users.	Supports both input and output validation.		
		Allows modification to parameters by authorized users.		
		Supports protection of user sessions from sniffing, eavesdropping, session hijacking, etc.		
		Logs off the current session after set time parameters.		
		Provides an audit trail/log of all system and parameter changes.		

3. Managing Information and Compliance	The system should be able to communicate with other systems/modules for faster retrieval of information.	Allows interfaces to other internal system/s such as: <ul style="list-style-type: none"> <li>• Middleware for Liquidity Risk Management <ul style="list-style-type: none"> <li>○ Data from IMS are uploaded</li> </ul> </li> <li>• GL System (SAP-FI) <ul style="list-style-type: none"> <li>○ End-of-day batch feedup of transactions from IMS to SAP</li> </ul> </li> <li>• Other internal systems</li> </ul>	
	The system should be able to communicate with other systems/modules for faster retrieval of information.	Allows interfaces to other external system/s, which is triggered manually by authorized individual in IMS to capture or extract certain data: <ul style="list-style-type: none"> <li>• Bloomberg</li> <li>• Technistock</li> <li>• Reuters</li> <li>• Philippine Depositary and Trust Corporation (PDTC)</li> <li>• Philippine Dealing Exchange (PDEX)</li> <li>• Philippine Stock Exchange (PSE)</li> <li>• Registry of Scripless Securities (ROSS)</li> <li>• Automated Debt Auction Processing System (ADAPS)</li> <li>• Bureau of Treasury</li> <li>• Other external systems</li> </ul>	
	The system should provide configurable parameters to properly store and retrieve records based on SSS policies.	Be able to define indexes for proper identification and retrieval of record series.	
		Be able to comply with information on asset classification scheme through provisions of fields for tagging. <ul style="list-style-type: none"> <li>• Public</li> <li>• Restricted</li> <li>• Confidential</li> <li>• For Internal Use (default)</li> </ul>	
The system functions shall be compliant with regulatory requirements, where applicable.	Compliant with applicable laws, policies, and standards (e.g., IAS/PAS 39, IFRS 9, Tax Laws, & other applicable standards)		

<b>H. Performance Requirement</b>																		
		<i>Response Time</i>	<p>The bidder will also be responsible for ensuring that the SSS IMS adheres to the following performance requirements:</p> <table border="1"> <thead> <tr> <th>Component</th> <th>Description</th> <th>Maximum Acceptable Performance</th> </tr> </thead> <tbody> <tr> <td>Sign In Time</td> <td>The amount of time it takes for a user to log into the application</td> <td>3 seconds</td> </tr> <tr> <td>Page Loading Time</td> <td>The amount of time it takes for the application to load a page for the user to view</td> <td>10 seconds</td> </tr> <tr> <td>Data Submissions</td> <td>Input data with a reasonable cell count (&lt;1,000) that load within an acceptable performance threshold</td> <td>20 seconds</td> </tr> <tr> <td>Opening Reports/ Ad hoc Query</td> <td>Open Reports within an acceptable performance threshold</td> <td>20 seconds</td> </tr> </tbody> </table>	Component	Description	Maximum Acceptable Performance	Sign In Time	The amount of time it takes for a user to log into the application	3 seconds	Page Loading Time	The amount of time it takes for the application to load a page for the user to view	10 seconds	Data Submissions	Input data with a reasonable cell count (<1,000) that load within an acceptable performance threshold	20 seconds	Opening Reports/ Ad hoc Query	Open Reports within an acceptable performance threshold	20 seconds
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			The bidder should ensure that their solution provide the necessary tools and training in their proposal for the SSS to maintain the IMS moving forward.															
			The IMS should have the necessary tools to enable SSS to change configurations as the need arises (e.g., future projects to integrate with third party systems of banks and government institutions).															

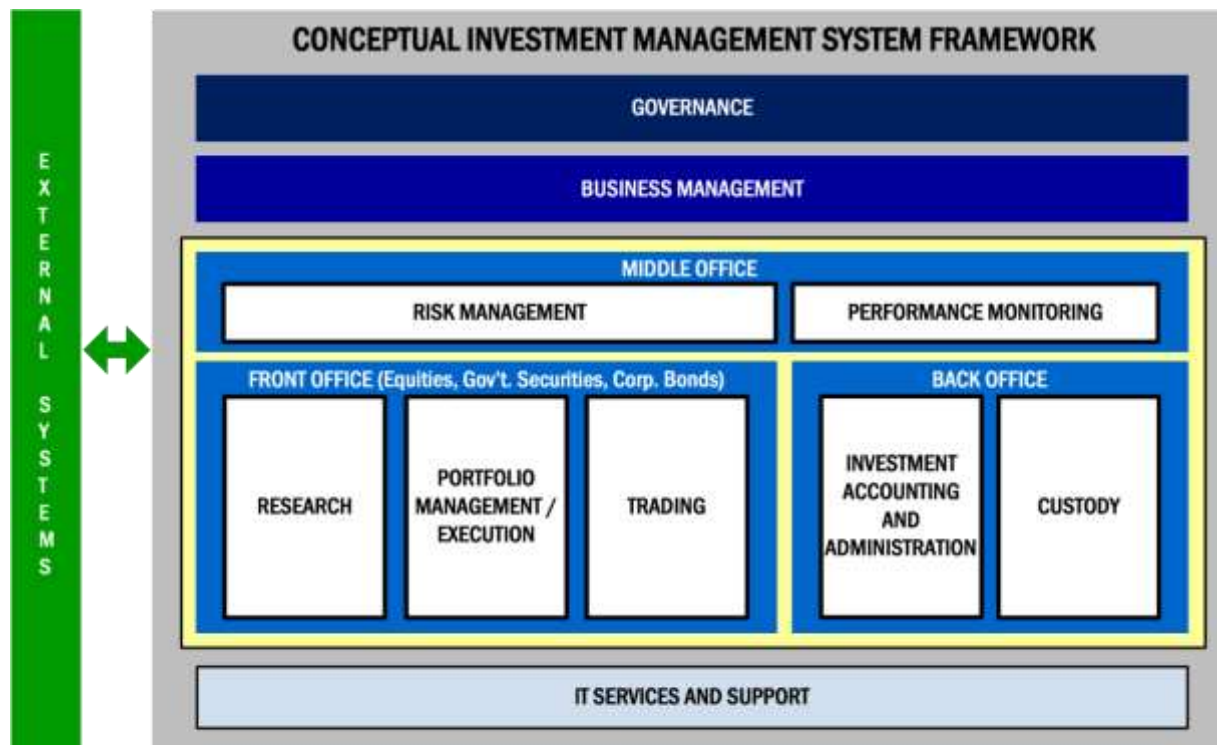
\* With customization workaround (but should not exceed 20% of all standard functionalities) to make the solution 100% compliant

## *Annex C. Support Personnel*

<b>NAME</b>	<b>EDUCATIONAL ATTAINMENT</b>	<b>WORK EXPERIENCE (with Job Description)</b>	<b>TRAININGS ATTENDED</b>

## Annex D for Conceptual IMS Framework

The target information system is defined by the SSS **Conceptual Investment Management System (IMS) Framework** which was created to support the investment management business architecture of the SSS as shown below (See Figure 1. *Conceptual IMS Framework*).



**Figure 1: Conceptual IMS Framework**

The target information system should be able to fulfill the three key areas in the Conceptual IMS Framework, namely: Front Office, Middle Office and Back Office (each for Equity Securities, Government Securities and Corporate Bonds).

**A. Front Office** – The department that comes into direct contact with clients, business counterparts and liaise with the Middle and Back Offices. The Front Office executes investment strategies of the SSS. Its functions include deal execution, initial capturing and logging of a transaction’s specific terms and conditions. It is composed of:

1. *Research* – The process of gathering information which explicitly or implicitly direct investment strategies, concerning one or several financial instruments.
2. *Portfolio Management / Execution* – The process of utilizing research in decision-making regarding investments with the goal of optimizing SSS’ portfolio. Portfolio management may be seen as the management of market assets, resources and projects which is ultimately a question of the value received for funds spent. Effective project portfolio management can help create organic value, unlock hidden value from within processes, and manage risks.
3. *Trading* – This goes beyond the action of buying and selling financial instruments. Trading includes order routing, trade data capture, trade approval, order management, and allocation.

This layer will be in-scope for this procurement.



**B. Middle Office** – The middle office is responsible for maintaining the overall control environment and assessing compliance with the risk policy. The middle office provides a *significant* level of control and policing of the front office’s activities. Its functions include executing the risk monitoring requirements, monitoring the performance of all aspects of the trades executed by the Front Office, and executing risk mitigating procedures if needed. It is composed of:

1. *Risk Management* – This is the process of identifying and addressing risks whereby decisions are implemented to reduce the consequences or the probability of occurrence. The risk management function involves regular reporting and monitoring of SSS’ key risks – market, liquidity, and credit concentration.
2. *Performance* – Using the appropriate metrics to monitor SSS’ financial performance is essential to mitigating its key risks. Performance monitoring begins with the assessment of risk metrics from which action plans are prepared to address the risks.

This layer will be in-scope for this procurement.

**C. Back Office** – The back office’s functions include processes in support of the front office such as accounting, invoicing, dispute resolution, confirmations, settlement and financial reporting. It is composed of:

1. *Investment Accounting and Administration* – This is the process of ensuring that the proper accounting treatment for transactions is performed. The back office should work in conjunction with the front office, the middle office and various support functions to obtain the appropriate information required to book transactions correctly and to ensure that the information necessary to meet disclosure requirements is reported accurately and in a timely manner.
2. *Custody* – involves the process of ensuring the safety and completeness of the physical form of the investment securities. A system will index and track the status of the physical form of the investment securities, while the actual custodial function may be in-house or outsourced.

This layer will be in-scope for this procurement.

**D. Governance** – This layer will be out-of-scope for this procurement.

**E. Business Management** – This layer will be out-of-scope for this procurement.

**F. IT Services and Support** – This layer will be out-of-scope for this procurement, except for user and IT personnel training and coordination with the IT personnel who will support the system.

The target IMS should be able to communicate with external systems such as Bloomberg, Technistock, Reuters, PDTC, Registry of Scripless Securities (ROSS), PDEX, PSE, and Bureau of Treasury.

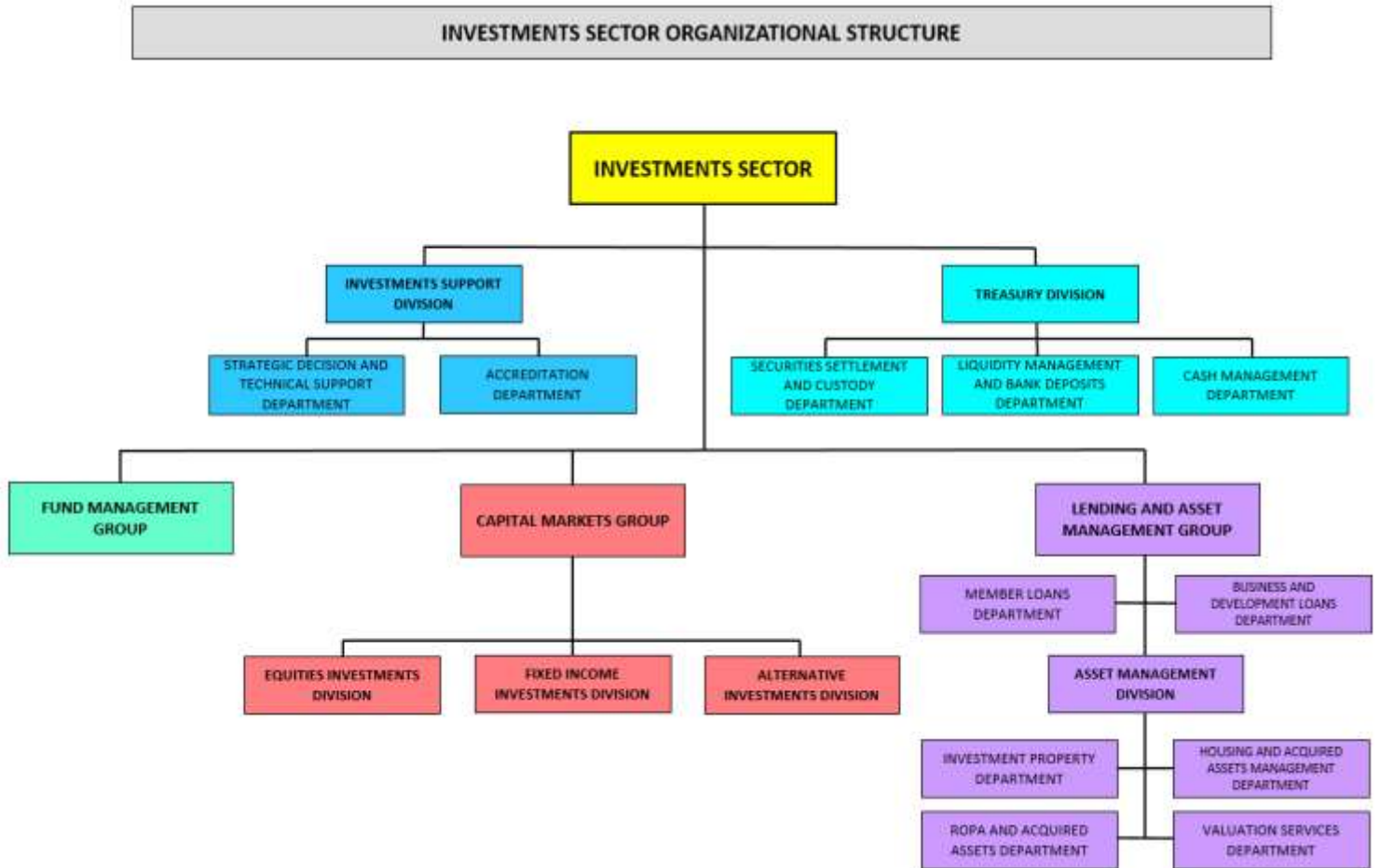
Implementation of the IMS will cover the deployment of the Front Office, Middle Office and Back Office within ten months.

Vendors should provide their own implementation strategy if they deem that a phased approach or integrated set of solutions would be more favorable to SSS.

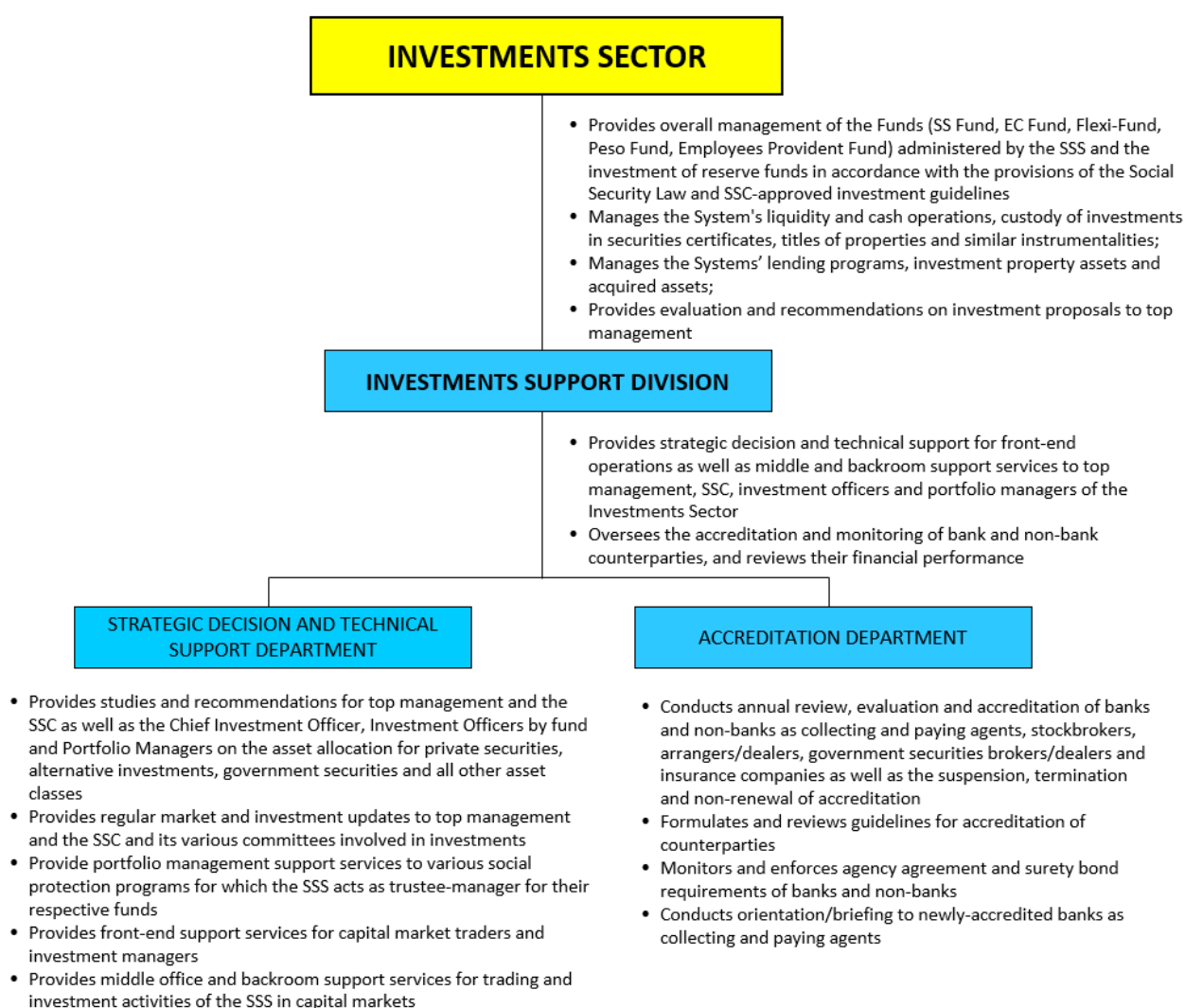


# *Annex E. Investments Sector Organization Structure*

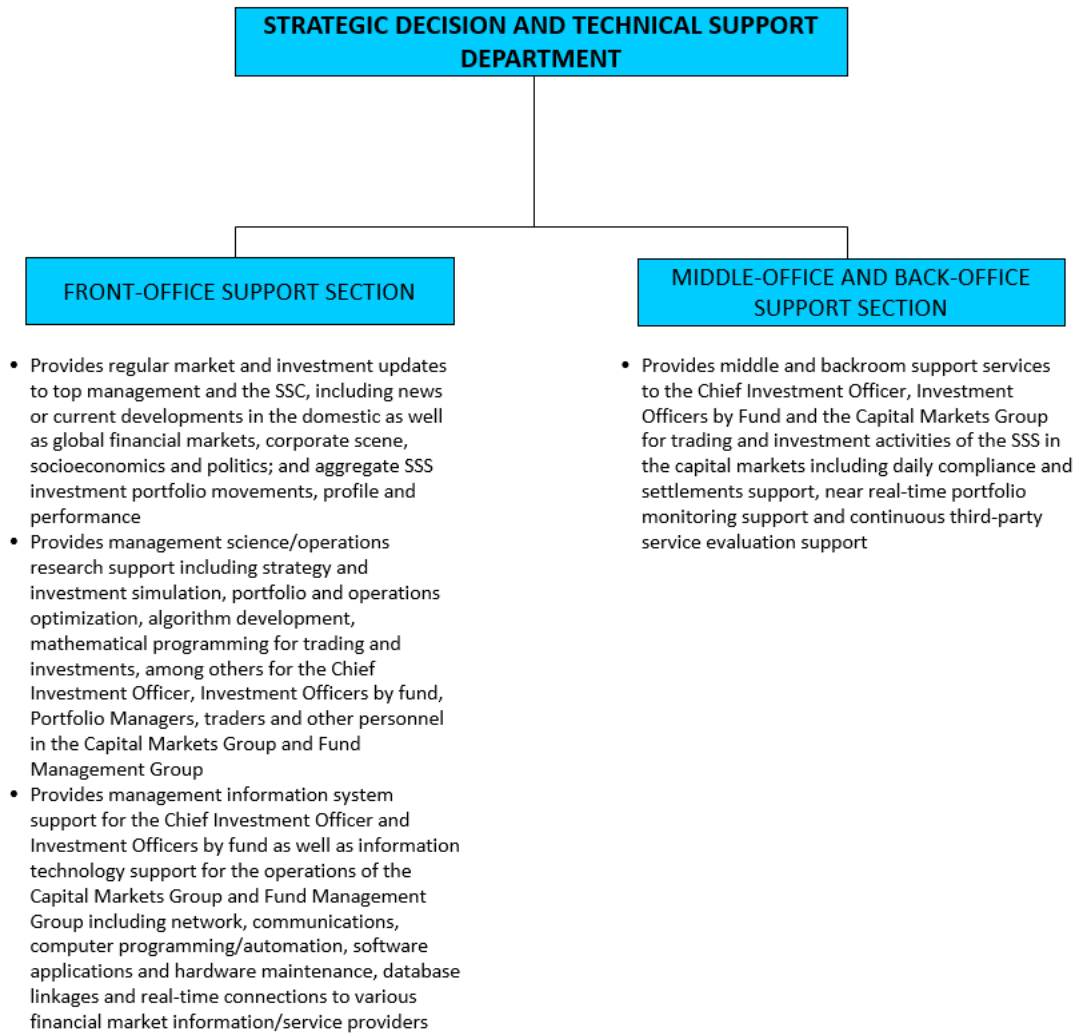
The design and implementation of the Investment Management System (IMS) should consider among others the current structure of the Investments Sector of the Social Security System



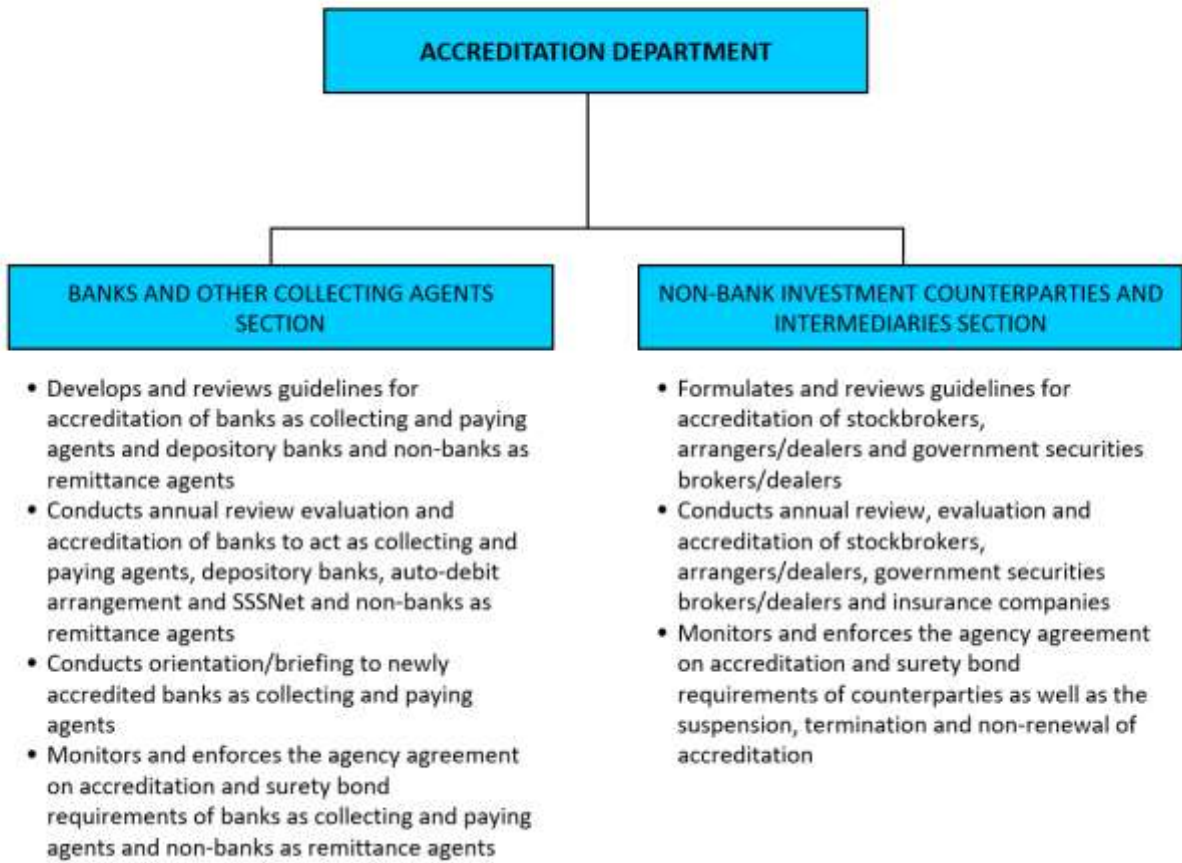
## FUNCTIONAL CHART OF INVESTMENTS SECTOR



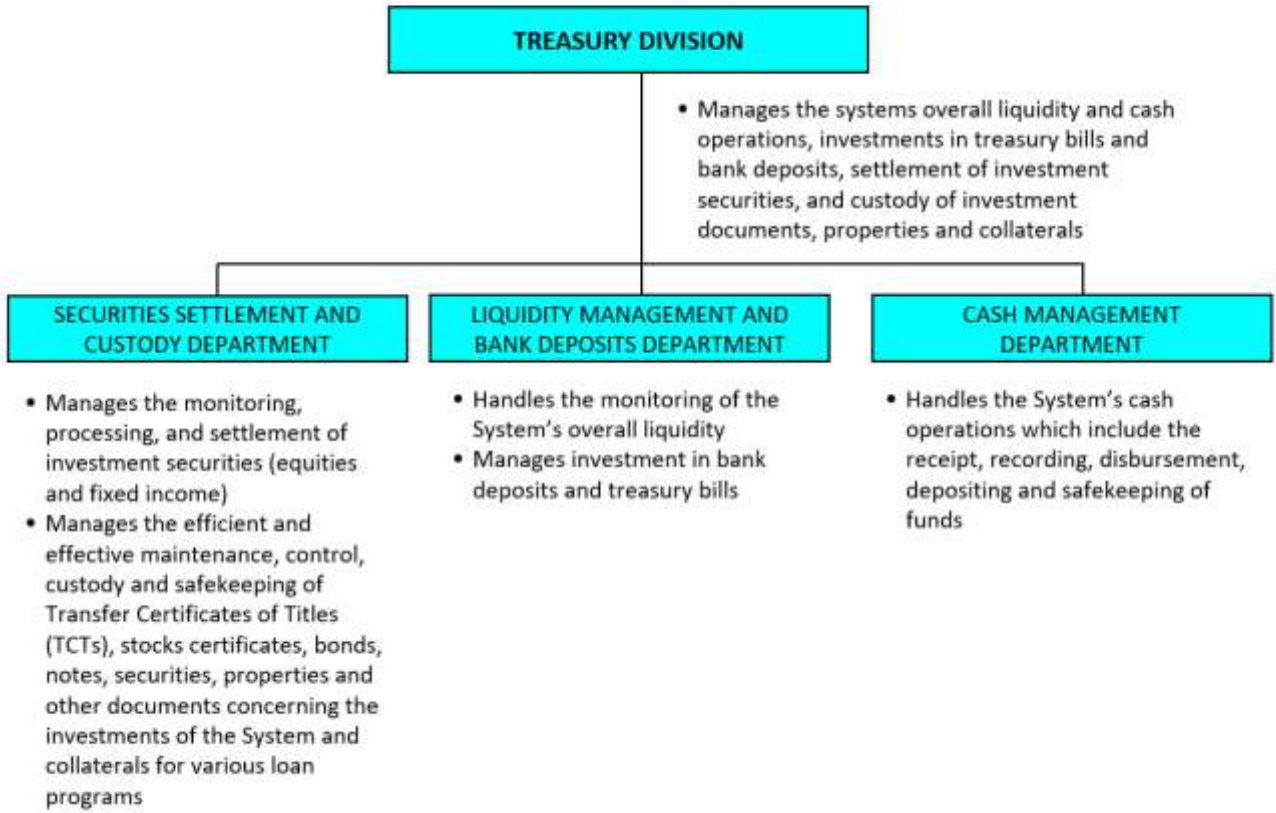
## FUNCTIONAL CHART OF STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT



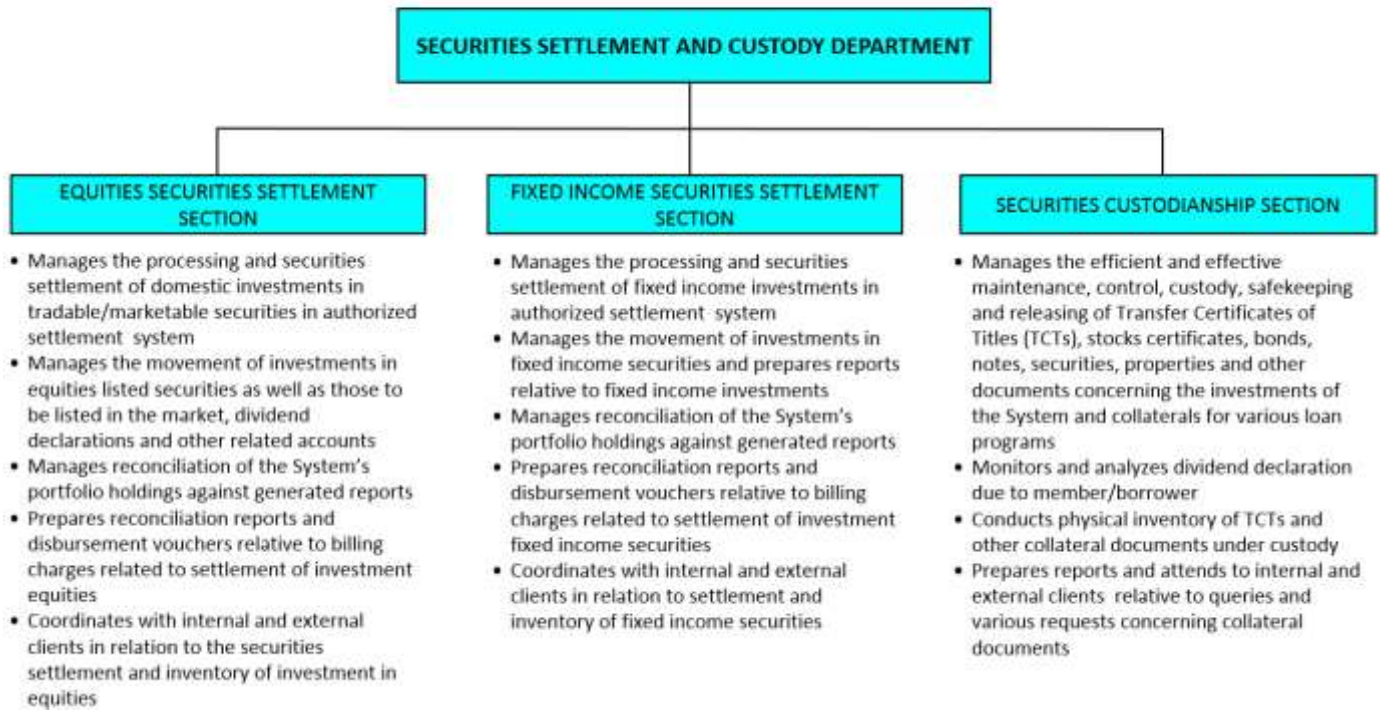
## FUNCTIONAL CHART OF ACCREDITATION DEPARTMENT



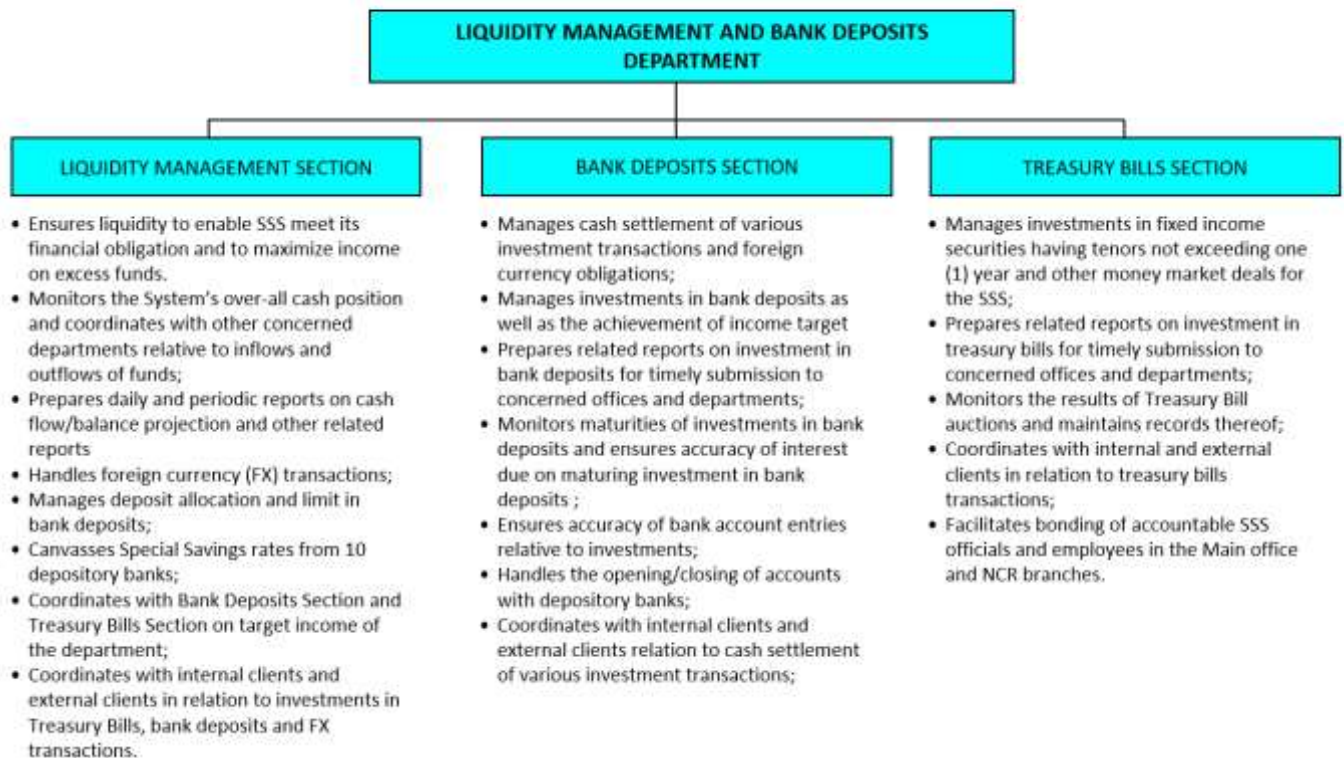
## FUNCTIONAL CHART OF TREASURY DIVISION



## FUNCTIONAL CHART OF SECURITIES SETTLEMENT AND CUSTODY DEPARTMENT

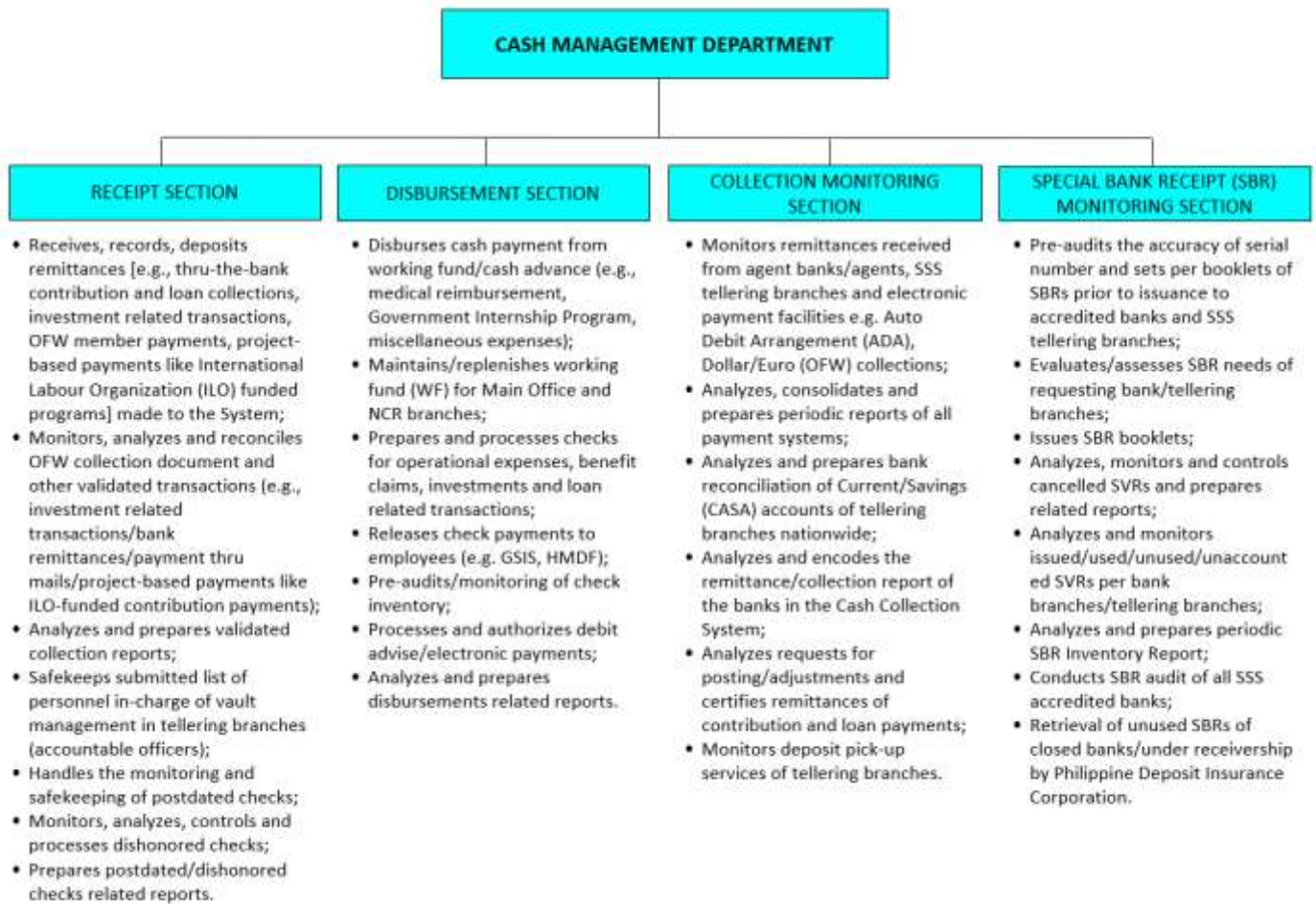


## FUNCTIONAL CHART OF LIQUIDITY MANAGEMENT AND BANK DEPOSITS DEPARTMENT





## FUNCTIONAL CHART OF CASH MANAGEMENT DEPARTMENT

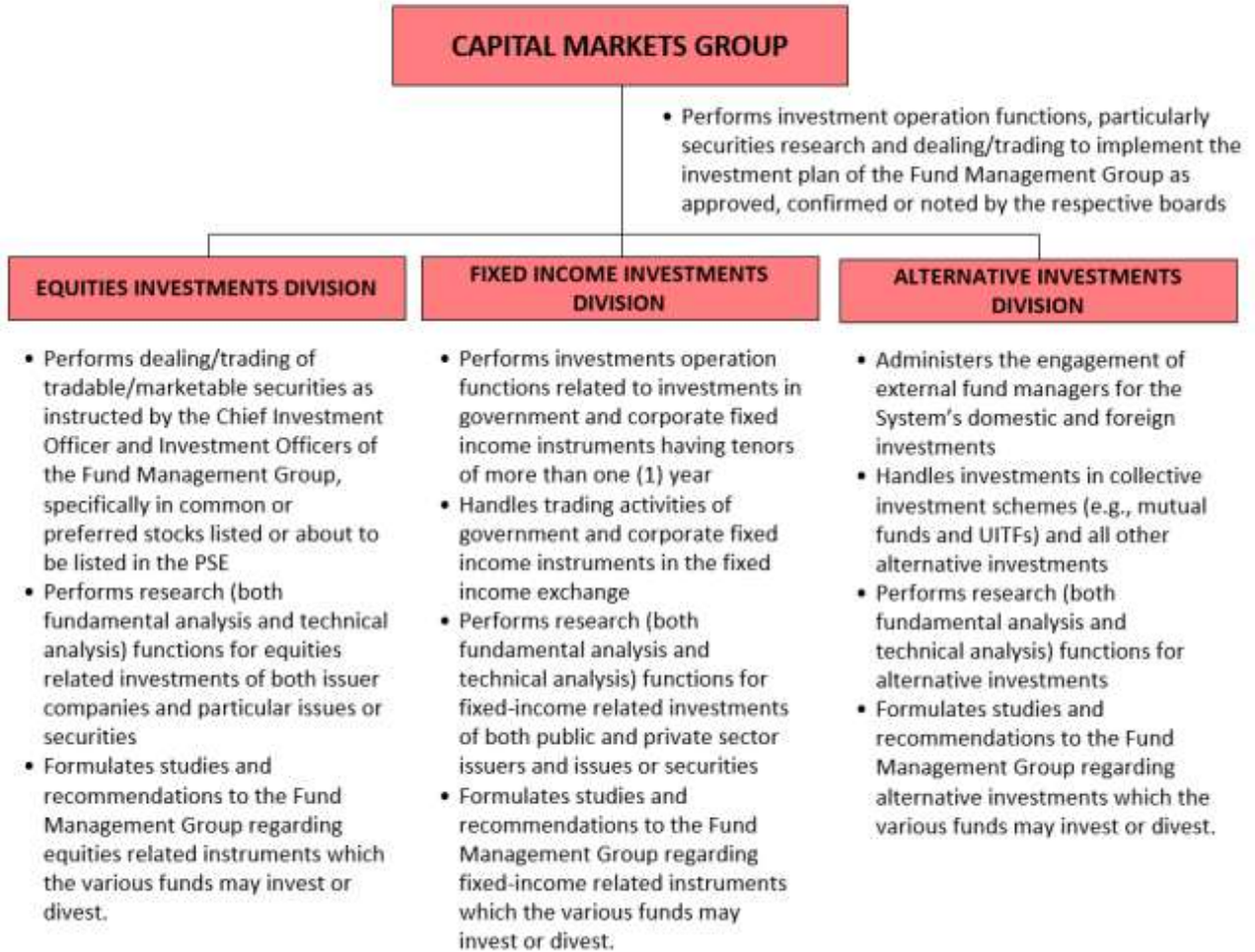


## FUNCTIONAL CHART OF FUND MANAGEMENT GROUP

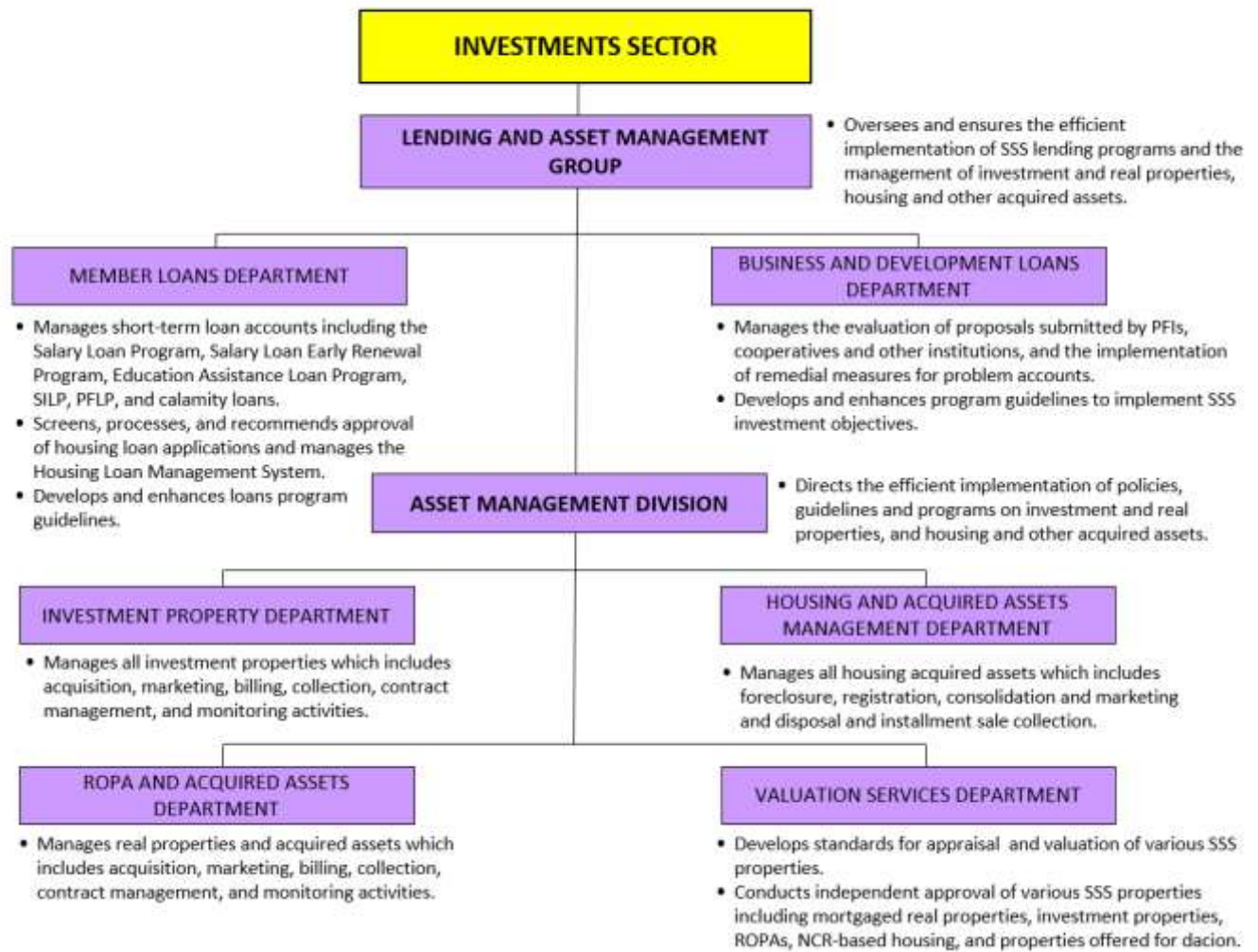


- Performs investment management/fund management/portfolio management for the various social security programs/funds under SSS management (SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO)
- Provides instructions to the Capital Markets Group on purchases/sales of securities that the various funds under SSS management require
- Presents the annual investment plan per fund to the Social Security Commission, Employees Compensation Commission and Employees Provident Fund Board of Trustees for approval, confirmation or notation and updates the respective boards on implementation

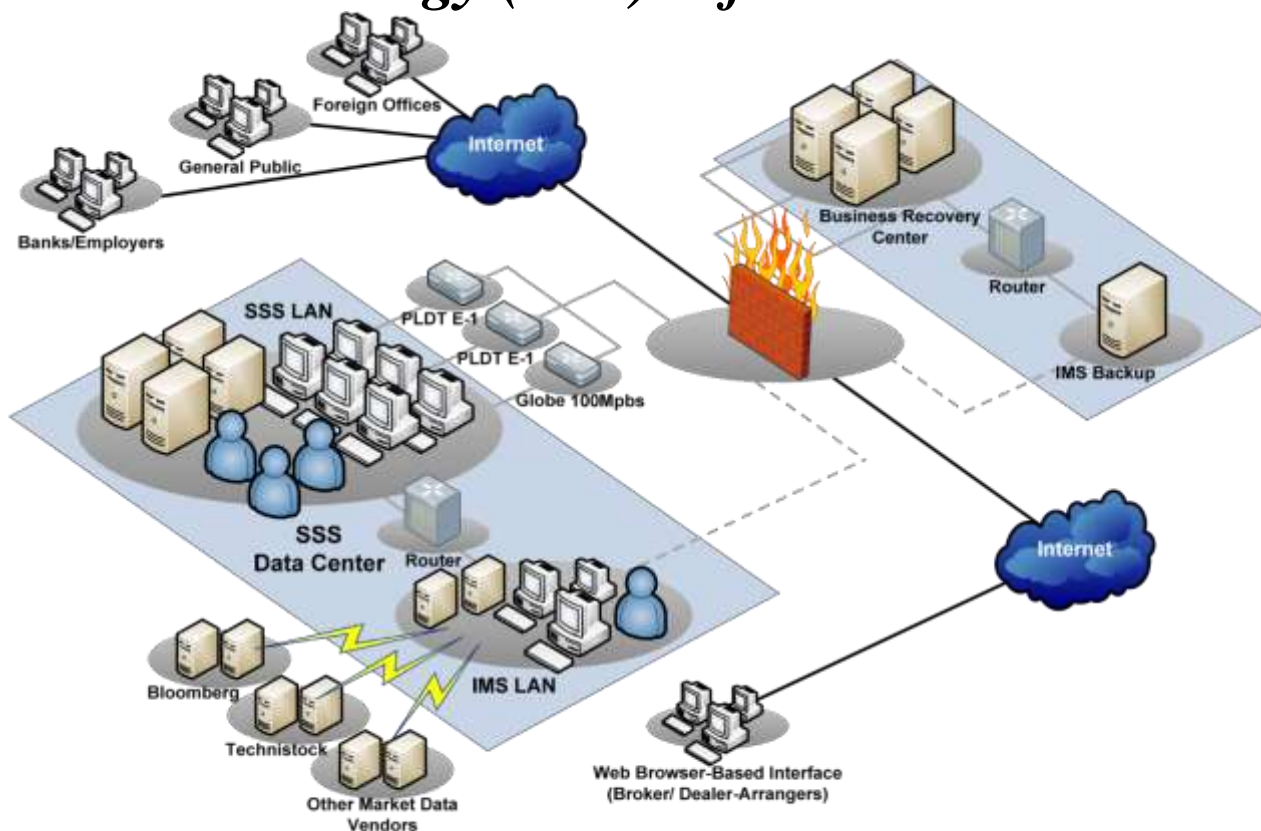
## FUNCTIONAL CHART OF CAPITAL MARKETS GROUP



## FUNCTIONAL CHART OF LENDING AND ASSET MANAGEMENT GROUP



## *Annex F. Information Communications Technology (ICT) Infrastructure*



**Figure 2: Target Network Diagram**

The SSS IMS will be provided with its own dedicated logical network infrastructure separate from the SSS network infrastructure. This is to ensure that the IMS will not be affected by any issues that may arise from within the SSS network.

All network infrastructure and connectivity will be provided by the SSS.

The bidder will provide the SSS with the sizing of both the IMS implementation and production server(s) that will handle the Development, Testing, Quality Assurance (QA) and Production roll-out requirements. The software vendor can utilize the following assumptions:

- Current average number of 200 transactions per day, with a peak of 400 transactions in one day
- Number of reports to be considered – 24 (i.e., 21 daily reports, 2 monthly reports, 1 quarterly report)
- 30 concurrent users with the capability to expand to 50 concurrent users

There will be two (2) servers or sets of servers and software that should be sized for the SSS IMS production roll-out, and these are defined as follows:

- One for Production (PROD)
- One for the Disaster Recovery Center (DRC), to be located off-site

The bidder will also include the costing of the backup power requirements for all three servers or sets of servers.

Republic of the Philippines



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