Securities and Exchange Commission
PHILIPPINES

BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 1

This Bid Bulletin is issued to amend/clarify items in the Bidding Documents for the **PROVISION OF SERVICES OF VARIOUS IT PERSONNEL FOR THE CUSTOMIZATION OF THE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM (HRMIS) OF AN OPEN SOURCE ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE, Public Bidding No. 2023-027.**

REFERENCE	CLARIFICATION
Section III. Bid Data Sheet *ITB Clause 5.3* *Page 19*	Question: For SLCC, can we submit any software development contract? Answer: Please refer to the definition of similar contracts such as the "provision of manpower outsourcing services for project-based software development".
Section VI. Schedule of Requirements *Page 25*	Question: May we clarify if the 6 months contract duration is in business days or calendar days? Answer: In calendar days
Section VII. Technical Specifications *Scope of Work* *Page 28*	Question: Is the SEC willing to replace the existing HRIS system and use our own HRIS system? May we request the scope to be enhanced and the current state of the system? Is it possible to have a workshop for an in-depth system review for assessment? Answer: ERPNext solution shall be used for the customization/development. The project is manpower outsourcing; the key personnel shall be required to work forty (40) hours per week. Hence, the scope, accomplishments, and deliverables shall be discussed during contract implementation as part of the Project Plan.

Section VII. Technical Specifications
Requirements (Pre-Deployment)
Page 28
	Question: Is it possible to provide the details for the need in manpower, duration, and support?
	
	Answer: Please refer to the technical specifications particularly on the following:
	
	• *"Requirements (Pre-Deployment)*
	    A. The Service Provider shall provide seven (7) IT professionals
	• *Qualifications of the Outsourced Personnel*
	    1. Project Manager
	    2. Senior Systems Analyst or Sprint Master
	    3. Lead Full Stack Engineer
	    4. Back End Developer
	    5. Senior Quality Assurance Engineer
	    6. Database Engineer"

Section VII. Technical Specifications *Requirements (Pre-Deployment)* *Page 28*	Question: Can the initial set of personnel to be submitted during the preliminary evaluation of bids be changed during the implementation because the reality of the engagements similar to the project is that the outsourced persons sometimes leave before the implementation due to various reasons? Answer: The ideal scenario is that the set of proposed personnel during the bid opening is the same set to perform the actual job during the implementation. However, the terms of reference offer some leeway for unavoidable circumstances.
Section VII. Technical Specifications *Requirements (Pre-Deployment)* *Page 29*	Question: Are all the certifications stated in the technical specifications required? Would the listed qualifications of personnel be weighed against a set of criteria during the bid evaluation. Answer: If the technical specifications state "preferred", then it is not required. The bidding is categorized under Goods and "pass/fail criterion" will be used during the preliminary evaluation of bids. Thus, there will be no rating criteria to contemplate on unlike with the Consulting Services.
Section VII. Technical Specifications *Requirements (Pre-Deployment)* *Page 29*	Question: Are the curriculum vitae (CVs) required as part of the eligibility/technical documents? Does the SEC accept electronic signatures for the CVs? Are the required certificates of employment (COEs) for all the relevant jobs of the personnel or only for the recent ones? Answer: The CVs will form part of the eligibility/technical component and the COEs are only for the recent relevant jobs. Electronic signature will be allowed for the CVs.
Section VII. Technical Specifications *Requirements (Implementation)* *Page 29*	Question: Should the personnel to be deployed to the SEC during the project implementation be dedicated to SEC only and would not be allowed to take on other projects? Answer: The project at hand should be the only commitment of the personnel to be assigned since they will be required to render at least 8 hours in the job.
Section VII. Technical Specifications *Requirements (Implementation)* *Page 30*	Question: Will resources be reporting to the SEC office until project implementation? Answer: Per the technical specifications, "working hours and days the outsourced personnel shall render forty (40) hours per week, onsite or offsite, or as per arranged shifting/work schedule. Working hours/days may be adjusted as deemed necessary by the SEC." As to the resources (manpower) after project deployment, this can be discussed during project planning.

Section VII. Technical Specifications *Requirements (Implementation)* *Page 30*	Question: May we ask if there is [an] evaluation process on the [replacement due to poor/non-performance and other acts detrimental to SEC]? Answer: For this case, the SEC can make an assessment that may include performance reviews/metrics, productivity reports, disciplinary records, and witness statements.
Section VII. Technical Specifications *Requirements (Implementation)* *Page 30*	Question: How will the [adjustment in mandated benefits] impact the rate that will be provided? Answer: This is a generic requirement to the Service Provider for their deployed employees that ensures changes in legal requirements do not deprive employees and that their compensation remains aligned with the new or revised mandated benefits as stipulated by the relevant authorities. The technical specifications under the general terms and conditions state, "it is clearly understood and acknowledged that the persons hired by the Service Provider and assigned to the SEC are not SEC employees but rather employees of the Service Provider. Therefore, the Service Provider shall be solely responsible for compliance with all applicable labor laws, rules, and regulations.
Section VII. Technical Specifications *Requirements (Implementation)* *Page 31*	Question: How will the wage adjustments and overtime payments be accommodated in the bids? Answer: Wage adjustments will be made automatically and need not be reflected on the bids. The overtime payments should be shouldered by the outsourcing agency as the need arises.

REFERENCE	AMENDMENT
Section VII. Technical Specifications *Qualifications of the Outsourced Personnel* *Page 32-35*	Section VII. Technical Specifications *Qualifications of the Outsourced Personnel* *Page 32-35*
1 Project Manager • Preferably with Project Management Professional (PMP) Certification, PRINCE2 Certification, Scrum Master certified, or other relevant accredited certifications which show expertise in project management methodologies • With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs. • At least seven (7) years of experience in managing IT projects related to system development, implementation, and	1 Project Manager • Preferably with Project Management Professional (PMP) Certification, PRINCE2 Certification, Scrum Master certified, or other relevant accredited certifications which show expertise in project management methodologies • With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs. • At least seven (7) years of experience in managing IT projects related to system development, implementation, and

	maintenance
	• Preferably with experience handling Government projects

2	Senior Systems Analyst or Sprint Master
	• Preferably with certifications on systems engineering or information systems from reputable organizations
	• With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs.
	• At least four (4) years of experience in a technology position with a broad knowledge of network, and software configuration, security, and troubleshooting
	• At least four (4) years of experience with Scrum/Agile development methodologies
	• Should have experience in designing, implementing, and maintaining complex systems and should be familiar with different operating systems, such as Windows, Linux, or Unix
	• Should have at least ten (10) years of experience in implementing and transforming ERP Systems for complex business operations
	• Familiar with virtualization technologies, such as VMware, Hyper-V, or Xen, and cloud computing platforms, such as AWS or Azure, Frappe Cloud and/or Digital Ocean
	• Ability to diagnose and correct program and system failures or malfunctions efficiently and accurately
	• Well versed in automation solutions including scripting, policy creation, device management tools and other programming languages such as Python, Frappe, HTML/CSS, Node JS, React JS

3	Lead Full Stack Engineer
	• With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information

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	maintenance
	• Preferably with experience handling Government projects
	• Experience in implementing/customizing ERPNext software

2	Senior Systems Analyst or Sprint Master
	• Preferably with certifications on systems engineering or information systems from reputable organizations
	• With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs.
	• At least four (4) years of experience in a technology position with a broad knowledge of network, and software configuration, security, and troubleshooting
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	• Ability to diagnose and correct program and system failures or malfunctions efficiently and accurately
	• Well versed in automation solutions including scripting, policy creation, device management tools and other programming languages such as Python, Frappe, HTML/CSS, Node JS, React JS
	• Experience in implementing/customizing ERPNext software

3	Lead Full Stack Engineer

	Engineering/Systems/Technology, and other related programs. • At least four (4) years of hands- on experience using Python, Frappe, HTML/CSS, Node JS, React JS Programming Languages. • Good working knowledge and experience in UI/UX design softwares and processes, CRM systems, and native mobile app development (using IOS Objective C, Swift, and Java), mobile runtime security (Pen Test) • Knowledgeable and experienced in server management, API technologies, cloud technologies, databases, and agile methodologies • Knowledgeable and experienced on H5 web responsive application development, system architecture, technical design and delivery, and other programming languages • With DevOps toolchain experience (ADO, JIRA, Bitbucket, GitHub, Jenkins, Artifactory, Vx)		• With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs. • At least four (4) years of hands- on experience using Python, Frappe, HTML/CSS, Node JS, React JS Programming Languages. • Good working knowledge and experience in UI/UX design softwares and processes, CRM systems, and native mobile app development (using IOS Objective C, Swift, and Java), mobile runtime security (Pen Test) • Knowledgeable and experienced in server management, API technologies, cloud technologies, databases, and agile methodologies • Knowledgeable and experienced on H5 web responsive application development, system architecture, technical design and delivery, and other programming languages • With DevOps toolchain experience (ADO, JIRA, Bitbucket, GitHub, Jenkins, Artifactory, Vx) • Experience in implementing/customizing ERPNext software
4	Back End Developer • With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs. • At least two (2) years of hands- on experience using Python, Frappe, HTML/CSS, Node JS, React JS, MariaDB SQL • Knowledge of other commonly used programming languages • Knowledgeable and experienced native mobile app development, mobile runtime security • Knowledgeable in databases, web servers, API technologies, cloud technologies, databases, and agile methodologies		
4			Back End Developer • With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs. • At least two (2) years of hands- on experience using Python, Frappe, HTML/CSS, Node JS, React JS, MariaDB SQL • Knowledge of other commonly used programming languages • Knowledgeable and experienced native mobile app development, mobile runtime security • Knowledgeable in databases, web servers, API technologies, cloud technologies, databases, and agile methodologies • Experience in
5	Front End Developer • With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs.		

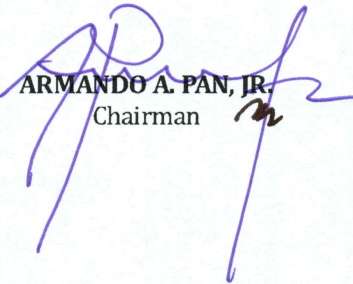| #	Description	#	Description
	• At least two (2) years of experience working on various front-end web development technologies and tools to create and maintain user-facing features of both mobile and web applications such as React, Angular, Vue.js, Bootstrap, Foundation, Materialize, or Semantic UI. • With a background in developing and maintaining user-facing features of mobile and web applications using programming languages such as JavaScript, HTML, and CSS. • Exposure to these tools and technologies is a plus: • Web performance optimization: Google PageSpeed Insights or GTmetrix. • Browser developer tools: Chrome DevTools, Firefox Developer Tools, or Safari -Web Inspector. • Responsive design: Media queries, Flexbox, or CSS Grid. • Version control systems: Git		implementing/customizing ERPNext software
		5	Front End Developer • With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs. • At least two (2) years of experience working on various front-end web development technologies and tools to create and maintain user-facing features of both mobile and web applications such as React, Angular, Vue.js, Bootstrap, Foundation, Materialize, or Semantic UI. • With a background in developing and maintaining user-facing features of mobile and web applications using programming languages such as JavaScript, HTML, and CSS. • Exposure to these tools and technologies is a plus: • Web performance optimization: Google PageSpeed Insights or GTmetrix. • Browser developer tools: Chrome DevTools, Firefox Developer Tools, or Safari -Web Inspector. • Responsive design: Media queries, Flexbox, or CSS Grid. • Version control systems: Git • Experience in implementing/customizing ERPNext software
6	Senior Quality Assurance Engineer • Preferably Lean Six Sigma professional or ISO certified or knowledgeable in quality management • With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs. • Engineering or a Software developer in test experience, with technical leadership experience in a variety of environments (ETL, API, Databases,) • Hands on expertise in a variety of test automation frameworks/tools (e.g., Selenium, Robot Framework, TestNG, SOAPUI, Cucumber, Protractor, Jmeter, LoadRunner, VisualStudio Load Test Postman), and script development using scripting languages (e.g. Python, Bash, etc.) • Hands-on programming experience (e.g., Python, Java, SQL DB querying, particularly with MariaDB) and source code configuration tools (Git, Github, Gitlab) • Experience in DevOps operations, including CI/CD principles, deployment pipelines, test integration with Jenkins, processes and tools	6	Senior Quality Assurance Engineer • Preferably Lean Six Sigma professional or ISO certified or knowledgeable in quality management • With a bachelor's degree, preferably with a graduate degree in Management, Technology, Applied Mathematics, Applied Physics, Data Science, Engineering, Computer Science, Information Engineering/Systems/Technology, and other related programs. • Engineering or a Software developer in test experience, with technical leadership experience in a variety of environments (ETL, API, Databases,) • Hands on expertise in a variety of test automation frameworks/tools (e.g.,

	Left Column		Right Column

Left column:

(ALM, JIRA, etc.) is a plus.
- Hands on experience with defining Test strategy and test approach for projects in Agile and Non-agile projects

7	Database Engineer

- With a bachelor's degree preferably with graduate degree related to Management, Business, Mathematics, Economics, Engineering, Computer Science, Information Systems /Technology, or other related programs
- At least three (3) years of experience in Database Management and Engineering.
- Should have strong technical skills and knowledge of various database concepts and tools.
- Expert in managing DBMS, such as MariaDB, MySQL, Oracle, SQL Server, PostgreSQL, or MongoDB.
- Familiarity with data warehousing, data integration, and ETL tools, such as Informatica, Talend, or SSIS.
- Comfortable with SQL and scripting languages, such as Python, Perl, or PowerShell
- Knowledge of cloud-related technologies is essential.
- Have a good understanding of database security best practices, such as data encryption, access control, and audit logging, and compliance regulations.

Right column:

Selenium, Robot Framework, TestNG, SOAPUI, Cucumber, Protractor, Jmeter, LoadRunner, VisualStudio Load Test Postman), and script development using scripting languages (e.g. Python, Bash, etc.)
- Hands-on programming experience (e.g., Python, Java, SQL DB querying, particularly with MariaDB) and source code configuration tools (Git, Github, Gitlab)
- Experience in DevOps operations, including CI/CD principles, deployment pipelines, test integration with Jenkins, processes and tools (ALM, JIRA, etc.) is a plus.
- Hands on experience with defining Test strategy and test approach for projects in Agile and Non-agile projects
- Experience in implementing/customizing ERPNext software

7	Database Engineer

- With a bachelor's degree preferably with graduate degree related to Management, Business, Mathematics, Economics, Engineering, Computer Science, Information Systems /Technology, or other related programs
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Section VII. Technical Specifications
Qualifications of the Outsourced Personnel
Page 32-35

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	– add the following –
	Please submit the curriculum vitae or resumes of the seven (7) IT professionals recommended for this job. Attached (Annex A) is the recommended template/format.

Provisions in the bidding documents that are in conflict with this Bulletin are deemed revised/amended. For guidance and information of all concerned.

August 24, 2023

For the Bids and Awards Committee:

ARMANDO A. PAN, JR.
Chairman

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Position:

Personal Information

Name: _____
(Last Name, First Name, Middle Name)

Address		Contact No.	Email Address
Date of Birth		Citizenship	Civil Status

Work Experience *(start from the current employment)*

Company Name	Inclusive Dates		Total	Position Title	Actual Duties and Responsibilities (specify if L&D, HR or OD-related)
	From	To	*(Years, Months)*		

Current Workload *(include workload or projects from other companies, if any)*

Company Name	Inclusive Dates		Total *(Years, Months)*	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training *(within the last 10 years, start from the most recent)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education *(start from the most recent)*

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials

Title	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

_____   Date:_____

Signature