



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

BID FORM

NAME OF THE PROJECT : **RE-BIDDING FOR THE PROPOSED PROCUREMENT OF THE SUPPLY AND DELIVERY OF SOFTWARE MAINTENANCE AND ENHANCEMENT OF PRISMS-INTEGRATED SCHOOL MANAGEMENT SYSTEM CY 2023**

APPROVED BUDGET OF CONTRACT : **ONE MILLION TWO HUNDRED FIFTY THOUSAND PESOS AND 00/100 (P1,250,000.00) ONLY**

BRIEF DESCRIPTION : **SUPPLY AND DELIVERY OF SOFTWARE MAINTENANCE AND ENHANCEMENT OF PRISMS-INTEGRATED SCHOOL MANAGEMENT SYSTEM CY 2023**

SOURCE OF FUND : **IGF CY 2023**

CONTRACT DURATION : **SIX (6) MONTHS (1 LOT)**

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
1	PRISMS-INTEGRATED SCHOOL MANAGEMENT SYSTEM ENHANCEMENT Functionality and feature enhancement - Service Maintenance Agreement (SMA) for six (6) months NOTE: Please see attached Terms of Reference	1	lot	1,250,000.00	P	P
TOTAL:						P

Total Bid Price in Figure: _____
 Total Bid Price in Words: _____
 Name and Signature of Bidder: _____

All bid proposals must be sealed in envelopes properly labeled and submitted to this University on or before the deadline of submission of bids, **June 07, 2023, 09:30 A.M.** at the Procurement Services, 2nd Level Gymnasium Lobby, University of Science and Technology of Southern Philippines, C.M. Recto Ave., Lapasan Cagayan de Oro City.

The University of Science and Technology of Southern Philippines assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. The USTsP neither assumes any obligation for whatsoever losses that the bidders may incur in the preparation on their bids nor guarantee that an award will be made.

ATTY. ERWIN B. BUCIO
 BAC II Chairperson



Terms of Reference for Prisms Integrated School Management System - Service Maintenance Agreement (SMA) for USTP 2023

Background:

Prisms Integrated School Management System is a web-based software that USTP uses to manage various aspects of its academic and administrative operations, including student information, academic records, and enrollment, class schedules, and financial management. To ensure the software's continuous operation and efficiency, USTP requires a service maintenance agreement (SMA) with the vendor.

Objectives:

The objectives of the SMA are:

- To ensure the continuous operation and availability of the Prisms Integrated School Management System.
- To ensure that the system is up-to-date and free from bugs and errors.
- To provide technical support and assistance to USTP in the event of system issues or concerns.
- To ensure that the system is secure and protected from unauthorized access or data breaches.

Deliverables:

The following deliverables are expected from the vendor:

- Regular software updates to ensure that the system is up-to-date and free from bugs and errors.
- System monitoring reports to ensure that the system is always operational and available.
- Technical support and assistance to USTP in the event of system issues or concerns.
- Maintenance and repair reports for hardware and software infrastructure, including servers and network components.
- Security monitoring reports to ensure that the system is secure and protected from unauthorized access or data breaches.
- SMA include the additional functionality and features, as requested by end-users:
 1. Enrollment option for College of Medicine – single/annual semester with four (4) grading period format.
 2. Course Catalogue (Major Discipline, Sub-Discipline and Course hierarchy)
 3. Global, campus, program level settings for locking, unlocking, extending of grades encoding, and enrollment.
 4. API for Student Billing, and Payment (Connectivity from Prisms to GIAMS Billing and Collection Module)
 5. API for eClearance Module – student who is cleared in eClearance must also be cleared in Prisms (Whitelist).
 6. Reporting updates for reportedly skipping records



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7. Cashier's – Collecting modules, auto-print OR functionality
 8. Assessment Office – allow student to enroll Whitelist
 9. Admission module – New features and functionality
- Other functionality and features that maybe requested by the end-users during the duration of the contract.

Timeline:

- The SMA will be valid for a period of six (6) months upon receive of notice to proceed.

Budget:

The budget for the SMA is PHP 1,250,000 for six (6) months. This should include all costs associated with the regular software updates, system monitoring, technical support and assistance, maintenance and repair of hardware and software infrastructure, and security monitoring and management.

Documentation and Evaluation Criteria:

The following criteria will be used to evaluate proposals from vendors:

- Experience and expertise in providing service maintenance agreements for academic and administrative software systems.
- Technical capabilities and proposed approach to providing regular software updates, system monitoring, technical support and assistance, maintenance and repair of hardware and software infrastructure, and security monitoring and management.
- Quality and responsiveness of technical support and assistance.
- References from previous clients who have used the vendor's service maintenance agreement for academic and administrative software systems.
- Written clearance/consent from the copyright owner of the Prisms Integrated School Management System that the vendor/bidder is allowed to possess, install, modify, etc a copy of the said software for SMA.


JONATHAN O. JACOBO
BAC II Technical Representative