University of Science and Technology of Southern Philippines

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

BID FORM

NAME OF THE PROJECT : **Proposed Procurement for the Supply, Delivery, Installation and Commissioning of Supply,**
Procurement and Asset **Management Systems for USTP - CDO**

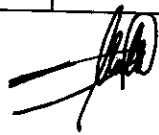APPROVED BUDGET OF : **SIX MILLION PESOS AND 00/100 (P6,000,000.00) ONLY**
CONTRACT

BRIEF DESCRIPTION : **Supply, Delivery, Installation and Commissioning of Supply, Procurement and Asset Management**
Systems **for USTP-CDO**

SOURCE OF FUND : **INCOME CY 2020**

CONTRACT DURATION : **Thirty (60) Calendar Days**

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
1	**Procurement Module** This module automates the procurement, acquisition, planning, and management to include but not limited to the following: • Budget Allocation and Programming by Office/Unit/College • Pricelist Assistant, Pricing and tagging of • Creation of PPMP by College/Division Level • Creation of sub-PPMP for departments/sections under the College/Divisions • Creation of Agency Purchase Request (APR) • Creation of Purchase College/Division Level • Creation of Request For Quotation (RFQ) and Abstract of Bids • Creation of Purchase Order (P.O) • System Generated Procurement Forms, Documents, and Reports like; Purchase Request (PR), PPMP, APP, RFQ, PO, Abstract of Bids, etc) by College/Division level • Real-time monitoring	1	lot	6,000,000.00	P	P
2	**Supply and Asset Management Module** This module automation starts from the monitoring of issued Purchase Orders to suppliers and providers. This module facilitates the process from acquisition to disposition which usually includes items delivery, acceptance and evaluation, item/s tagging and tracking, stocking and dispensing of supplies and materials, transfer of accountability, and repair and replacement, and dropping. Once a property is tagged and appended to the database, asset depreciation and depreciation mode can be set and automatically computed every time the item is searched. A user may request also request item/s or equipment online and systematically dispense them from the stocks charged to a responsibility center/account. This is very useful when the supply office intends to acquire items in bulk for stocking and automated dispensing scheme.					

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	This module includes features but not limited to the following: • Property Registry and Management • Delivery inspection and acceptance • Generation and printing of barcodes/QR codes • Tagging, Tracking, Depreciation, Receipts, Transfer, and Accountability Assignment • Warehousing, Storage, Inventory, Classification, and Dispensing • Return, Dropping, Transfer, and Disposition • Transfer of accountability of Items between personnel • System-Generated Reports and issuances (RIS, ARE, RIS, ICS, etc)					
3	**Admin Module** This module provides management tools for administrators of the system. User Management • Users and access rights are Links with existing HRIS of the university • Manage user information and password • Manage user access per module • Manage user data access • Manage automatic system lock after a period of inactivity (idle time) • Manage force users' password change after a set period by system admin Primary Platform Implementation • Web-based Platform .NET Framework or equivalent					
	NOTES: • PSAMS will have a perpetual license to USTP • PSAMS can be integrated with other existing and running USTP acquired systems through API and other customization. • Must have a proof of concept-demo on the running system. • Warranty Period: o 1 year on system/parts and labor/support service o Bidder may opt to offer additional warranty period • Delivery Period: o 30 days upon receipt of Notice to Proceed • It must support and include additional requirements of the users which may be identified later on as significant components of the system within the customization and warranty period at no additional cost to USTSP. • It shall do the Migration of Data from the old database to the New database • The web browser application must be seamlessly accessible via Desktop and Mobile platforms.					
	o Accessible via Windows, IOS, Android, Linux, and other operating systems with a web browser • Provision of Back-up Services and System Recovery o Automated and Periodic system backups o Backup on demand by the USTSP/Administrator o Secured backup in another Data Center and Local o Winning bidder shall conduct system recovery or reinstallation in case of a system crash or failure. o Winning bidder shall include a complete disaster recovery plan					

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
	o Weekly back-up to a remote location to allow restoration of the School Management System configuration from the previous week. o Daily back-up to separate physical device to allow restoration of previous day's School Management system site • Provision of Helpdesk and Support o 24/5 availability of technical and user support o 24/7 administrator help desk o 24/7 online support portal • Provision of Training to Users o Onsite training for administrator: (2 days) o Onsite training for users: (5 days) o Provided training materials for different users.					
	I. Responsibilities • Install, setup, deploy PSAMS at USTP's choice of Server/Hosting service • Conduct User and Administrator's Training • Turn-over Administrator/Root accounts to USTP DTO Administrator. • Data Migration from old system to new system **II. Delivery** • 30 days delivery and proof of concept • 6 months customization period • 1 year warranty period after completion and acceptance • 12 months support service after acceptance					
					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, **December 16, 2020, 02:00 P.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.

ENGR. ALEX L. MAUREAL
BAC Chairperson

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