

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	Total	Delivered, Weeks/Months
Supply, Delivery, Installation and Commissioning of Supply, Procurement and Asset Management Systems for USTP - CDO		1	LOT	30 Calendar Days
1.	Procurement Module This module automates the procurement, acquisition, planning, and management to include but not limited to the following: <ul style="list-style-type: none"> • 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 			

Schedule of Requirements - Proposed Procurement for the Supply, Delivery, Installation and Commissioning of Supply, Procurement and Asset Management Systems for USTP - CDO



2.	<p>Supply and Asset Management Module</p> <p>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.</p> <p>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.</p> <p>This module includes features but not limited to the following:</p> <ul style="list-style-type: none"> • 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 			
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	<ul style="list-style-type: none"> System-Generated Reports and issuances (RIS, ARE, RIS, ICS, etc) 			
3.	<p>Administration Module</p> <p>This module provides management tools for administrators of the system.</p> <p>User Management</p> <ul style="list-style-type: none"> 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 			

