REQUEST FOR QUOTATION
REFERENCE NO.: MR25-11-153

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT OF PROJECT MANAGEMENT SYSTEM (PMS) FOR THE NATIONAL DEVELOPMENT COMPANY (NDC)**

I. Background

As part of the Supplemental Information Systems Strategic Plan (ISSP) 2025–2028, aligned with the National Development Company (NDC) Performance Scorecard, this Terms of Reference (TOR) outlines the scope, objectives, and deliverables for the development and implementation of a centralized, web-based Project Management System (PMS). This initiative intends to streamline project lifecycle processes, improve transparency, ensure better internal coordination, and facilitate data-driven project oversight and reporting.

II. Objectives

The objective of the PMS development is to design, develop, and deploy an intuitive, centralized, and responsive web-based Project Management System that will:

A. Consolidate all NDC-managed projects into a Centralized Data Hub.
B. Support the entire project lifecycle from intake, evaluation, and approval to monitoring, completion, and archiving.
C. Enable real-time dashboards, project tracking, and analytics.
D. Facilitate document and task management with version control and access restrictions.
E. Strengthen transparency, accountability, and operational efficiency through automated workflows, notifications, and audit logs.
F. Provide integration options with existing systems like the Startup Venture Fund (SVF) platform and Excel databases.

III. Scope of Work

The service provider shall undertake the design, development, customization, deployment, and support of the PMS, with the following minimum features:

A. Core Functionalities

- **Centralized Project Repository**
  - Unified data access with automated or logic-based project ID generation (e.g., BDG-2025-001).
  - Dynamic tagging.
- **Project Lifecycle Management**
  - Stages: Proposal, Evaluation, Approval, Implementation, Construction Operation, Completion, Divestment.
  - Stage-specific validations and workflows based on internal SOI.
- **Task and Resource Management**
  - Assignment of tasks with due dates, workloads, and real-time status indicators.
  - Resource tracking and milestone monitoring.
- **Dashboards and Analytics**

- Live data display of project statuses, costs, deadlines, and KPIs.
- Summary pages and project management indicators.

- **GIS and Map Integration**
- Project location plotting via Google Earth, Google Maps or custom map layers.
- Inclusion of project thumbnails, logos.

- **Custom Reports and Filtering Tools**
- Filters by industry, sector, location, cost, funding source, project stage, investment type, etc.
- Exportable formats: .xlsx, .pdf, .csv, .docx, .pptx
- Upload and Download documentation as part of regulatory compliances.

- **Approval Workflows**
- Sequential routing from Proponent → Project Officer → Workgroup Head → ManCom → Board.
- Status transitions: Pending, For Evaluation, For Approval, Approved, Approved with Conditions, Completed.

- **Role-Based Access Control**
- Permissions by user type (e.g., Staff, Project Officer, Supervisor, Workgroup Head).
- Restrictions on actions like delete, approve, or edit.

- **Audit Trail and Logs**
- Time-stamped logs for all activities.
- Rollback and soft-delete (Trash Bin) features with recovery.

- **System Notifications**
- Email and in-app alerts for deadlines, pending items, missing uploads.

- **User Interface**
- Clean, responsive, intuitive design.
- User-friendly.

- **Data Backup and Recovery**
- Regular backups and disaster recovery planning.

- **Gantt Chart Integration**
- Visual representation of project timelines with drag-and-drop functionality.

- **SVF Integration**
- Synchronized SVF website for project intake.
- Submodule for SVF-tagged projects with custom workflows and evaluation.

IV. Deliverables

1. Finalized User Requirements Document (URD)
2. System Design Documents (flowcharts)
3. Fully Deployed PMS with Excel data migration
4. Integrated SVF Submodule
5. User Training and Documentation
6. Testing Reports and UAT Results
7. Hosting and Deployment Plan, detailing the hosting environment, storage allocation, backup and recovery procedures, and compliance with government ICT security standards.
8. Post-Deployment Support Plan

V. Technical Requirements

- Web-based application, responsive across devices
- Compatible with major browsers
- Secure user authentication and access control
- Database-driven backend, scalable storage for project data, documents, and geospatial files.
- Open-source or royalty-free components (if possible)
- Compliant with Data Privacy Act of 2012, and government ICT security standards.
- Encrypted backups with redundancy and disaster recovery
- Service Provider to specify hosting model and submit security/backup protocols

VI. Timeline and Payment Milestone

Activity	Deadline	Payment
System Requirements Specification • Finalized requirements and specification • Process flow diagrams / mockups • Project work plan and timeline • Minutes of presentation/consultation	2 Months after Notice to Proceed (NTP)	15%
Pilot Testing • Initial deployment on test environment • Execution of pilot run with selected end-users • Collection of feedback/issues encountered • Bug fixing and revisions based on pilot results • Validation of revised system	1 Month after the System Requirements Specification (SRS)	30%
Delivery of the functional system and completion of UAT (User Acceptance Testing) • Fully functional system hosted on test server • All agreed features/modules developed and integrated • UAT script and test plan • Signed UAT Acceptance Report by end-user	4 Months after the System Requirements Specification (SRS)	30%
Deployment and turnover of system with manuals • Live deployment on production server • Admin and user manuals (soft copy and/or printed) • Source code, database schema, and configuration files • Final presentation/training to NDC end-users and admins • Sign-off from the Project Management Team	2 Months after User Acceptance Testing (UAT)	25%

VII. INSTITUTIONAL ARRANGEMENT

NDC shall provide the following:

a) A project focal person/team to coordinate with the service provider.
b) Access to relevant information, documents, and IT infrastructure.
c) Timely feedback, approvals, and end-user participation in testing/training.
d) Oversight of deliverables, timelines, and quality assurance.
e) Staff participation in training and knowledge transfer.

WARRANTY AND SUPPORT:

The Service Provider shall provide a warranty period of one (1) year warranty after final acceptance and turnover of the system, covering the following:

- Bug Fixes and Error Corrections – Any functional errors, or system bugs discovered during the warranty period shall be promptly investigated and corrected at no additional cost to NDC.
- Technical Support – Provision of both remote and onsite assistance, including troubleshooting, incident response, and system recovery measures to ensure continuity of operations.
- System Updates and Optimizations – Implementation of minor updates, configuration adjustments, and performance tuning necessary to maintain operational efficiency and compliance with agreed requirements.
- Exclusions – The warranty shall not cover: (a) issues arising from user negligence or improper use, (b) system modifications performed without written authorization from the Service Provider, and (c) requests for new features or major enhancements beyond the approved scope of work.

CONFIDENTIALITY:

NDC is engaging a service provider for the PROCUREMENT OF THE PROJECT MANAGEMENT SYSTEM (PMS) FOR THE NATIONAL DEVELOPMENT COMPANY. All data and information obtained by the supplier company in the course of the rendition of services and/or as an incident to this contract shall be held in strict confidence and may not be disclosed at any time except with prior written consent and approval of the NDC.

APPROVED BUDGET FOR THE CONTRACT: Eight Hundred Thousand Pesos Only (₱800,000.00), inclusive of all applicable government taxes and charges.

Submission of Quotation and Eligibility Requirements : December 1, 2025

Mode of Procurement : Small Value Procurement (34.1)

Eligibility Requirements :

1. 2024 Income Tax Return or Latest Business Tax Return (certified true copy)
2. Valid and current Mayor's Permit (certified true copy)
3. PhilGEPS Registration Number (certified true copy)
4. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 8840-4862
Attention: BAC Secretariat

Reference Number: MR25-11-153

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment - Government Terms
2. Period of Engagement - One (1) year

(signed)
AGM LEOPOLDO JOHN F. ACOT
Chairperson, Bids and Awards Committee