LANDBANK

BID BULLETIN NO. 1
For LBP-HOBAC- ITB-GS-20180214-04

PROJECT : **Job Tracking and Mobile Appraisal System Project**

IMPLEMENTOR : **Procurement Department**

DATE : **March 15, 2018**

        This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

        The modifications, amendments or clarifications are as follows:

- The form "Requirements Tracking Matrix" (Attachment B) has been replaced with "Requirements Compliance Form". Please see Attachment B for your reference.

- The Terms of Reference (Annex A-1 to A-16), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.I and 6) have been revised. Please see attached Revised Annexes A-1 to A-16 and the specified sections of the Bidding Documents.

ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

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Specifications

Specifications	Statement of Compliance **Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each specification.** Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)
Job Tracking and Mobile Appraisal System Project **Minimum specifications and other requirements per attached Revised Terms of Reference (Revised Annexes A-1 to A-16).** The following documents shall be submitted inside the eligibility/technical envelope: At least three (3) dully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful engagements (Annex B). • Biographical information using the prescribed Project Team Information Sheet template (Annex C). • Executive Summary • Proposed Solution Overview • **Detailed point-by-point response to Requirements Compliance Form (Attachment B)** • Draft Contract	**Please state here either "Comply" or "Not Comply"**

▪ Deliverable Items Summary (e.g., System Development Life Cycle documents) ▪ LBP Responsibilities ▪ Assumptions ▪ Schedules ▪ License, Maintenance, Exchange of Confidential Information, and Other Agreements ▪ Organizational Chart of the Project Team ▪ List of Projects and Project Team Information using the Project Team Information Sheet (Annex C) ▪ Business Continuity Plan (BCP) of Bidder ▪ Brief Company Profile ▪ Analyst reports, articles, brochures, white papers and other relevant materials. ▪ Certificate of satisfactory performance or equivalent document issued by the client with whom the bidder has completed its single largest contract. If the bidder has existing or completed contracts with LANDBANK, a certification of satisfactory performance and no pending project issued by the Head, Property Valuation & Credit Information Department not earlier than 30 calendar days prior to the deadline of submission of bid shall likewise be submitted.	

Conforme:

_____
Name of Bidder

_____
Signature over Printed Name of
Authorized Representative

_____
Position

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The Technical Component (First Envelope) shall contain the following:

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No.7).

2. Duly notarized Omnibus sworn statement (sample form - Form No.6).

3. Eligibility requirements

   - **Legal Document**

   3.a PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or

   3.b Class "A" eligibility documents as follows:

      - Registration Certificate from SEC, Department of Trade and Industry (DTI) for Sole Proprietorship, or CDA for Cooperatives, or any proof of such registration as stated in the Bidding Documents;

      - Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and

      - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

   - **Technical / Financial Documents**

   3.c Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). The duly signed form shall still be submitted even if the bidder has no on-going contract.

   3.d Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all

information required in the PBDs prescribed by the GPPB. (sample form - Form No. 4).

3.e The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

3.f The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).

3.g Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

3.h At least three (3) dully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful engagements (Annex B)

3.i Biographical information using the prescribed Project Team Information Sheet template (Annex C)

3.j Executive Summary

3.k Proposed Solution Overview

3.l Detailed point-by-point response to the Requirements Compliance Form (Attachment B)

3.m Draft Contract

3.n Statement of Work

3.o Deliverable Items Summary (e.g., System Development Life Cycle documents)

3.p LBP Responsibilities

3.q Assumptions

3.r Schedules

3.s License, Maintenance, Exchange of Confidential Information, and Other Agreements

3.t Organizational Chart of the Project Team

3.u List of Projects and Project Team Information using the Project Team Information Sheet (Annex C)

3.v Business Continuity Plan (BCP) of Bidder

3.w Brief Company Profile

3.x Analyst reports, articles, brochures, white papers and other relevant materials.

3.y Certificate of satisfactory performance or equivalent document issued by the client with whom the bidder has completed its single largest contract. If the bidder has existing or completed contracts with LANDBANK, a certification of satisfactory performance and no pending project issued by the Head, Property Valuation & Credit Information Department not earlier than 30 calendar days prior to the deadline of submission of bid shall likewise be submitted.

4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);

5. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.

6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

7. Post-Qualification Documents – (Non-submission of these documents during the bid opening shall not be a ground for the disqualification of the bidder):

   7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through the BIR EFPS; and

   7.b Income Tax Return for 2016 filed manually or through the BIR EFPS

The Financial Component (Second Envelope) shall contain the following:

1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)

2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)

CLASS C

LAND BANK OF THE PHILIPPINES

Revised Annex A-1

Job Tracking and Mobile Appraisal System (JTMAS) Project

Terms Of Reference

Version Number	:	*3.1*
Final as of	:	*13 March 2018*
Printed on	:	*13 March 2018*
Author	:	Technical Working Group

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1.0 Name and Description of the Project

The Job Tracking and Mobile Appraisal System (JTMAS) aims to improve services of Property Valuation and Credit Information Department (PVCID) through automated tracking of job orders/requests on a nation-wide scale through web-based solution.

The Mobile Appraisal System (MAS) is one component of the project, in which it will automate the department's appraisal process from its acceptance of the job orders/requests from Lending Units (LUs), to assigning of job to appraisers, until submission by the appraisers of their final appraisal report to the LUs.

2.0 Objectives of the Project

The project's objectives are specified as follows:
- To fully automate the tracking of the job orders/requests and appraisal process on a nationwide scale through web-based technology.
- To improve the following appraisal process:
  1. Turn-around time by 30%
  2. Reduce delay from 77% to 21%; and
  3. Increase productivity by 65%

3.0 Scope of the Project

Bidder is expected to deliver an end-to-end (front-middle-back offices) fully integrated/seamless Job Tracking and Mobile Appraisal System (JTMAS) application software inclusive of 3-years annual maintenance.

The details and requirements are specified in the attached Business Requirements Document (BRD) – Appendix A.

To ensure the highest degree of compliance of the JTMAS Project to the Bank's requirements, and to effectively manage change, the project scope likewise covers all the requisite software customizations, system parameter configuration/setup, as well as change management planning and communication, the review of "As Is" processes, business process simplification and improvement, the documentation and training on the "To Be" processes, organizational change assessment, and assistance in the implementation of the required organizational and process changes.

The project must take into account all related implementation activities and processes such as project management, system development life cycle, consulting, change management, technology transfer (training and documentation), and maintenance and support. Likewise, the solution provider is expected to conduct a post-implementation review within three (3) months after the system has been implemented in Production, to assess the project performance and the effectiveness of the system.

The Training Requirements of the Project include:
- "Train The Trainors" Training (Users' Training - video/CD of the training conduct shall be provided by the solution provider);
- Technical Training;
- Knowledge Transfer and Handover workshops; and

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- Other system-related training activities.

The Approved Budget for the Contract (ABC) shall be the upper limit or ceiling for acceptable bid prices, and shall cover all project costs, including, but not limited to the following:

- Enterprise software licenses*
- Ninety (90) day Warranty starting from the Production cut-over date;
- Annual maintenance and support
    - Three (3)-year maintenance and support for all software components will commence after the end of the 90-day Warranty period;
        - system security troubleshooting
        - system application maintenance and troubleshooting
        - on-site and off-site technical support
        - consultancy service
    - The winning bidder shall ensure that the Bank will be provided with adequate support. LBP shall allocate at least 15% of the software licenses cost for the annual maintenance support. The Bank shall pay the annual maintenance fee at the start of the maintenance period.
    - After the 3-year maintenance period, price escalation shall be limited to a maximum of 5% of the annual maintenance fee stated in the TOR (i.e. at least 15% of the software licenses cost), subject to the Bank's further evaluation of the vendor's request.
- Training and team building;
- Out-of-pocket expenses; and
- All applicable taxes.

* Unlimited users, perpetual license and customized version exclusive for LBP only

Other Requirements

Attendance of the awarded bidder's Business Analyst (BA) during requirements verification and development of the Conceptual System Design or equivalent document is mandatory. Otherwise, any delay in the project arising from the absence of the BA shall be chargeable to the awarded bidder.

Bidders are required to submit a Service Level Agreement for the maintenance and support to all software components.

Should there be system errors or bugs encountered upon production and within 90 days therefrom which are attributable to the software component delivered to LBP by the awarded bidder and which errors or bugs have not occurred during the Users Acceptance Testing Phase of the Project resulting to LBP incurring losses of whatever nature, the awarded bidder shall be held liable for the cost of such losses.

4.0 Technical and Other Specifications

See attached Business Requirements Document (BRD) - Attachment A and Requirements Compliance Form (RCF) - Attachment B.

The proposed solution must satisfy or exceed the project stakeholders' expectations, and the functional and non-functional requirements in order for the proposed solution to be considered.

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The solution provider must respond to each Requirements Number in the attached *Requirements Compliance Form (Attachment B)*, and must provide the following information for each requirement:

- Percentage Compliance (i.e 100% - for full compliance, nn% - for partial compliance)

    100%   *Fully compliant, base-product functionality; no customization required*

    nn%   *Partially compliant; customization required (state percentage of compliance)*

- Required Customization Effort* (expressed in man-days);

- Explanation to expound on the bidders' response.

    * *Budgetary estimation (-10% / +25% accuracy) of the effort required to customize the proposed solution to make it fully compliant with the requirement*

5.0 Delivery Time / Completion Schedule

Timeline: Pilot implementation of the system is fourteen (14) months from the contract signing inclusive of LANDBANK's User Acceptance Testing (UAT).

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6.0 Cost Analysis Sheet

Cost Breakdown

Cost Component	Cost (PHP)

Software Cost
  Software Application and Licenses
  Other Software Components
	999,999,999.99
	999,999,999.99

Implementation Cost (project management, consulting, requirements validation, design and development, customization, training, integration and user acceptance testing, production deployment, system integration, change management, etc.)	999,999,999.99
Others (out-of-pocket expenses, etc.)	999,999,999.99

Maintenance and Support Cost (including cost of upgrades)
  1st Year
  2nd Year
  3rd Year
	999,999,999.99
	999,999,999.99
	999,999,999.99

TOTAL INVESTMENT COST	**999,999,999.99**

Payment Milestone

Payment Milestone	Amount Due (PHP)
15% of software, implementation and other costs upon signing of contract, delivery of license, and installation of base solution	999,999,999.99
15% of software, implementation and other costs upon acceptance of Conceptual Systems Design (CSD Sign-off)	999,999,999.99
15% of software, implementation and other costs upon acceptance of Technical Requirements Specifications (TRS Sign-off)	999,999,999.99
15% of software, implementation and other costs upon issuance of Unit and Integration Testing (UIT) Certificate	999,999,999.99
25% of software, implementation and other costs upon UAT completion (UAT Sign-off)	999,999,999.99
15% of software, implementation and other costs upon completion of warranty period	999,999,999.99
Total Software, Implementation and Other Costs	**999,999,999.99**
1st Year Maintenance and Support Cost	999,999,999.99
2nd Year Maintenance and Support Cost	999,999,999.99
3rd Year Maintenance and Support Cost	999,999,999.99
TOTAL PROJECT COST	**999,999,999.99**

TOTAL PROJECT COST (in words):

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7.0 Qualification Requirements

Evaluation Criteria	Minimum Required Standards
A. Fit to Functional Requirements This criterion assesses the proposed solution against the user requirements that it must satisfy and the functions that it should perform, to support the system owner's business needs and objectives.	✓ The Mobile Appraisal component of the software solution should be 100% compliant to the *Mandatory* Functional requirements* with maximum 30% for customization. ✓ The Job Tracking and other components of the software solution should be 100% compliant to the *Mandatory* Functional requirements*. ✓ The software solution should be at least 60% compliant to *Recommended* Functional requirements* * Based on the solution provider's accomplished Requirements Compliance Form (RCF).
B. Fit to Non-Functional Requirements This criterion considers the proposed solution's fit to the non-functional requirements, i.e., the constraints on various attributes of the system and the development process relating to the functional requirements	✓ The software solution should be 100% compliant to the *Mandatory* Non-Functional requirements* with maximum 30% for customization ✓ The software solution should be at least 60% compliant to the *Recommended* Non-Functional requirements* *Based on the solution provider's accomplished Requirements Compliance Form (RCF).

C. Implementation Methodology
 	
This criterion evaluates the proposed implementation approach with regards to the logical and systematic sequencing of activities, realistic estimation of work effort and duration, timely and quality delivery of work products, management of project schedule, scope and resources, and the overall soundness of the implementation methodology.
	✓ Bidder's proposed solution must clearly discuss the following:
	  o Proposed architecture
	  o Implementation and project management methodology which shall be handled by the product owner.
	  o Scope of work and deliverables
	  o Major milestones and activities with their estimated durations, start and completion dates
	
	✓ Subscription-based implementation strategy is not allowed.

D. Firm Credentials (Experience, Expertise and Capability) This criterion evaluates the solution provider's and/or system developer's / licensor's experience, expertise and capability to deliver the proposed solution, as well as the results of satisfaction ratings of previous engagements, are considered.	Bidders must: ✓ Have at least three (3) years of relevant experience in successfully implementing proposed solution. ✓ Submit at least three (3) fully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful engagements. ✓ With local or regional implementation of the proposed solution. ✓ Developed and implemented a mobile appraisal solution for: o At least one (1) universal / commercial

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Evaluation Criteria	Minimum Required Standards
	bank in the Philippines or o At least one (1) company in the Top 500 corporations in the Philippines.

E. Personnel Qualifications
 	
This criterion assesses the relevant work experience and educational attainment of the solution provider key personnel (i.e., Project Manager, Technical Lead, Business Lead and Change Management Team Leads) identified to implement the proposed solution.
	Submit biographical information using the prescribed Project Team Information Sheet template (Attachment C).
	
	✓ Project Manager:
	    ▪ At least three (3) years of experience in IT as Project Manager; and
	    ▪ At least two (2) years of actual experience in implementing the proposed solution/software application.
	
	✓ Business Team Lead:
	    ▪ At least three (3) years of experience as Business Team Lead; and
	    ▪ At least 2 years of actual experience in implementing the proposed solution/software application.
	
	✓ Technical Team Lead:
	    ▪ At least three (3) years of experience as Technical Team Lead; and
	    ▪ At least 3 years of actual experience in implementing the proposed solution/software application.
	
	✓ Technical Support Staff (i.e. Systems Analyst, Programmer, Business Analyst):
	    ▪ Each technical support staff should have at least 3 years actual experience on the implementation of the proposed solution/software.

F. Support Base This criterion considers capability of the solution provider to provide immediate and cost-effective on-site/off-site support or assistance.	✓ Solution provider must have or must set up a Support Center within the Philippines manned by skilled and experienced technical support staff for the proposed solution. This shall be stipulated in the contract. ✓ There should be dedicated technical support for LBP during production.

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8.0 Documentary Requirements

The technical proposals must include the following required information/documents:

- Executive Summary
- Proposed Solution Overview
    - ✓ Architecture (Technical Architecture Components, Technical Architecture Diagram),
    - ✓ Solution components (hardware, software, services), and
    - ✓ Methodology
- Response of "*Bidder's Name* understands and will comply" shall be reflected in the Remarks Column for all Requirements Number of the Requirements Compliance Form (RCF).
- Draft Contract
- Statement of Work
    - ✓ Detailed description of all major tasks (including warranty support),
    - ✓ Deliverable items, if any, for each of the major tasks, and
    - ✓ Completion criteria for each of the major tasks.
- Deliverable Items Summary (e.g., System Development Life Cycle documents)
    - ✓ Description, quantity, delivery media and other details of the deliverables
- LBP Responsibilities
    - ✓ Specific responsibilities relating to resources, skills, infrastructure, documentations, processes, etc., that LBP must satisfy
- Assumptions
    - ✓ Constraints, dependencies
- Schedules
    - ✓ Major milestones,
    - ✓ Delivery schedule, and
    - ✓ Project schedule (major tasks, durations, start and end dates, Gantt chart).
- License, Maintenance, Exchange of Confidential Information, and Other Agreements
- Organizational Chart of the Project Team
- List of Projects and Project Team Information using the Project Team Information Sheet
- Business Continuity Plan (BCP) of Bidder
- Sworn Statement in the Form Prescribed by the GPPB as to the following: *[Section 25.2.c.iv of IRR-A of RA 9184]*
    - o It is not "blacklisted" or barred from contracting by the GOP or any of its agencies, offices, corporations, or LGUs, foreign government / foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
    - o Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
    - o It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
    - o The signatory is the duly authorized representative of the prospective contractor, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective contractor, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective contractor is a corporation, partnership or joint venture;

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- o It complies with the disclosure provision under *Section 47* of the Act in relation to other provisions of RA 3019;
- o It complies with the responsibilities of a prospective or eligible contractor provided in the PBDs; and
- o It complies with existing labor laws and standards.
- Brief Company Profile
- Analyst reports, articles, brochures, white papers and other relevant materials.

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9.0 Other Terms and Conditions

9.1 Foreign Bidders Eligibility

As per 2016 Revised Implementing Rules and Regulations of RA No. 9184 under Section 4, in the procurement of goods, regardless of the procurement method used, foreign bidders may be eligible to participate when the goods sought to be procured are not available from local suppliers. If despite the availability of the goods sought to be procured, no local supplier is interested to participate in the procurement process, the head of the procuring entity shall certify that it has advertised the same for public bidding and shall make a statement that no local supplier participated in the bidding and that the same is due to reasons not attributable to the procuring entity.

9.2 Discussions/Negotiations

Although bidder's proposal may be accepted and a contract awarded without discussions, LBP may initiate discussions with the bidder as it deems necessary. Bidder should be prepared to send qualified personnel to the LBP office to discuss the technical, commercial and other contractual aspects of its proposal.

9.3 Proposal Preparation

To be eligible for consideration, bidder must meet the intent of all mandatory requirements. Compliance with the intent of all the requirements will be determined by the LBP Head Office Bids and Awards Committee (HOBAC).

Bidders must organize their proposals into sections following the format of this TOR, with tabs separating each section.

Responses similar to, "Refer to our literature..." or "Please see www.....com" are not acceptable. All materials related to a response must be submitted together with the proposal and not just referenced. Any references in an answer to another location in the TOR materials must indicate the specific page numbers and sections stated in the reference.

9.3.1 Point-by-point Response

Response of "*Bidder's Name* understands and will comply" shall be reflected in the Remarks Column for all Requirements Number of the Requirements Compliance Form (RCF).

9.3.2 Price Sheet

For the financial portion of the proposal, bidder must utilize the format found in *Section 6 – Cost Analysis Sheet,* which will serve as the basis for evaluating its price quotation. Bidder should include additional information as necessary to explain in detail its price quotation.

9.4 Proposal Submission

Bidder must submit:
- Three (3) sets (one original and two photocopies) of their technical and financial proposals

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• Their proposals to the LBP HOBAC on or before the deadline specified.

Facsimile or electronic submissions are not acceptable.

Validity Period

The submitted proposal will not be modified, withdrawn or canceled by the bidder for a one hundred twenty-day period following the deadline for submission, or receipt of best and final offer, if required.

9.5   Presentations / Product Demonstrations

Bidders may be required to make an oral presentation and product demonstration to clarify their response or to further define their proposals. Oral presentations and product demonstrations, if requested, shall be at the bidders' expense.

9.6   Compliance with Laws, Policies, Processes, Regulations and Standards

Bidder must, in performance of work under this contract, fully comply with all applicable national or local laws and executive orders, policies, processes, regulations and standards required by law, and LBP Project Management and System Development Life Cycle standards.

9.7   Contract Contents

This TOR and any addenda, bidder's responses including any amendments, any best and final offers, and any negotiations shall be included in any resulting contract. *Section 8 – Documentary Requirements,* enumerates all the required information and documents that the bidder must submit as part of its proposal to qualify for further consideration, and will serve as basis for any contract between LBP and the bidder.

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10.0 Eligibility

To be considered for eligibility, a Bidder must meet all of the following criteria listed below:

- ✓ A bidder must satisfy all of the Minimum Required Standards specified in *Section 7.0 Qualification Requirements*.
- ✓ A bidder must obtain a minimum score of seventy-five percent (75%) for the Technical Criteria specified in *Section 12.0*.
- ✓ A bidder must fully comply with and deliver each and every *Mandatory* requirement. Bidder shall signify its commitment to fully comply with and deliver each of the *Mandatory* requirement by stating *"Bidder's Name* understands and will comply" under the *Remarks* column of the Requirements Compliance Form (RCF) for each and every *Mandatory* requirement;
- ✓ A bidder must fully comply with and deliver at least 60% of the total *Recommended* requirements; that is, if the total number of *Recommended* requirements is *N*, then bidder must state *"Bidder's Name* understands and will comply" under the *Remarks* column of the RCF for at least 60% of the *N Recommended* requirements.

> Illustration 1: If *N* = 12, then bidder must state *"Bidder's Name* understands and will comply" for at least 7 of the *Recommended* requirements.
>
> Illustration 2: If *N* = 51, then bidder must state *"Bidder's Name* understands and will comply" for at least 31 of the *Recommended* requirements.

The bidders who obtained a minimum score of seventy-five percent (75%) for the Technical Criteria specified in *Section 12.0* shall be eligible.

NOTE: LANDBANK will interpret the statement "[Bidder's Name] understands and will comply" as bidder's commitment to fully comply with and deliver the LANDBANK requirement.

11.0 Bid Evaluation

The eligible bidder with the lowest financial bid shall be considered as the Lowest Calculated Bid (LCB).
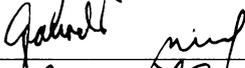
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12.0 Technical Criteria

CRITERIA		WEIGHT	SCORE	REMARKS
1. Fit to Functional Requirements a. Mandatory Requirements for Mobile Appraisal Component		**35%**		
Exceeds minimum qualifications (i.e. 85% and above fit)	20%			
Exceeds minimum qualifications (i.e. 81% to 84% fit)	19%			
Exceeds minimum qualifications (i.e. 71% to 80% fit)	18%			
Meets minimum qualifications (i.e. 70% fit)	17%			
b. Recommended Requirements				
Exceeds minimum qualifications (i.e. 81% and above fit)	15%			
Exceeds minimum qualifications (i.e. 71% to 80% fit)	14%			
Exceeds minimum qualifications (i.e. 61% to 70% fit)	13%			
Meets minimum qualifications (i.e. 60% fit)	12%			
2. Fit to Non-Functional Requirements a. Mandatory Requirements		**25%**		
Exceeds minimum qualifications (i.e. 85% and above fit)	15%			
Exceeds minimum qualifications (i.e. 81% to 84% fit)	14%			
Exceeds minimum qualifications (i.e. 71% to 80% fit)	13%			
Meets minimum qualifications (i.e. 70% fit)	12%			
b. Recommended Requirements				
Exceeds minimum qualifications (i.e. 81% and above fit)	10%			
Exceeds minimum qualifications (i.e. 71% to 80% fit)	9%			
Exceeds minimum qualifications (i.e. 61% to 70% fit)	8%			
Meets minimum qualifications (i.e. 60% fit)	7%			
3. Implementation Methodology		**5%**		
Exceeds minimum qualifications	5%			
Meets minimum qualifications	3%			
4. Firm Credentials (Experience, Expertise and Capability) a. Years of experience		**10%**		
Exceeds minimum qualifications	7%			
Meets minimum qualifications	5%			

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CRITERIA		WEIGHT	SCORE	REMARKS
b. Satisfactory Ratings				
Exceeds minimum qualifications	3%			
Meets minimum qualifications	2%			
5. Personnel Qualifications		**15%**		
a. Project Manager to be assigned is highly qualified to implement the engagement				
Exceeds minimum qualifications	6%			
Meets minimum qualifications	4%			
b. Business Team Leader to be assigned is highly qualified to implement the engagement even in the absence of the Team Leader				
Exceeds minimum qualifications	4%			
Meets minimum qualifications	2%			
c. Technical Team Lead to be assigned is highly qualified to perform the required tasks				
Exceeds minimum qualifications	3%			
Meets minimum qualifications	2%			
d. Technical Support Staff				
Exceeds minimum qualifications	2%			
Meets minimum qualifications	1%			
6. Support Base		**10%**		
Within Metro Manila	10%			
Outside Metro Manila	8%			
TOTAL		**100%**		

REVISED ANNEX A-15

Job Tracking and Mobile Appraisal System (JTMAS) Project Technical Working Group:

NAME	SIGNATURE
Ronaldo E. Buenaventura, ITPMD	
Arturo A. Guarin, PVCID	
Lilian E. Parrocho, PVCID	
Ria Ann T. Ballesteros, ESD	
Atty. Joseph Dennis C. Castro, LSG	
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REVISED ANNEX A-16

ATTACHMENT B

JOB TRACKING AND MOBILE APPRAISAL
SYSTEM (JTMAS) PROJECT

REQUIREMENTS COMPLIANCE FORM

Requirements Compliance Form

General Requirement (based on BRD)			Priority	Percentage Compliance	Customization Estimates Effort (Man-Days)	Remarks
Requirement No.	Detailed Requirement	Classification				
4.1 Functional Requirements						
4.1.1 Front-end						
4.1.1.1 Web-based Job Tracking						
4.1.1.1.1 Initiate Job Order Request						
JTMAS-41111-001	The system shall have a facility to create Job Order with the following information: Business Rule: Only request(s) with complete supporting documents and Job Order details shall be allowed to continue for further processing 1. Job Order type	Mandatory				
JTMAS-41111-002	2. Job Order sub-type per Job Order type	Mandatory				
JTMAS-41111-003	3. Job Order details according to the Job Order sub-type	Mandatory				
JTMAS-41111-004	4. Collateral data (e.g. type, sub-type, title number) Business Rule: Applicable if Job Order type is Property Valuation/ Appraisal	Mandatory				

JTMAS-41111-005	5. Customer data Business Rule: Applicable if Job Order type is Property Valuation/ Appraisal	Mandatory				
JTMAS-41111-006	6. Purpose Business Rule: Applicable if Job Order type is Property Valuation/ Appraisal	Mandatory				
JTMAS-41111-007	7. Requesting Unit	Mandatory				
JTMAS-41111-008	The system shall be able to make available the following minimum information based on unique identifier (e.g., TIN, SSS, GSIS, Passport) 1. Required customer data a. Full name of main borrower including middle name	Mandatory				
JTMAS-41111-009	b. Spouse name	Mandatory				
JTMAS-41111-010	c. Birthdate	Mandatory				
JTMAS-41111-011	d. TIN	Mandatory				
JTMAS-41111-012	e. Residence address	Mandatory				

JTMAS-41111-013	f. Government issued ID	Mandatory				
JTMAS-41111-014	g. Contact numbers	Mandatory				
JTMAS-41111-015	h. Office address	Mandatory				
JTMAS-41111-016	i. Mother's maiden name	Mandatory				
JTMAS-41111-017	j. Email address	Mandatory				
JTMAS-41111-018	2. Job Order type	Mandatory				
JTMAS-41111-019	3. Job Order sub-type	Mandatory				
JTMAS-41111-020	4. Collateral data (e.g. type, sub-type, title number) Business Rule: Applicable if Job Order type is Property Valuation/ Appraisal, Progress Monitoring Report and Title Verification	Mandatory				
JTMAS-41111-021	5. Requesting Unit	Mandatory				
JTMAS-41111-022	The requesting unit shall have the following facility to: 1. Create/add sub-borrowers under one account/borrower in the Job Order (e.g. corporations)	Mandatory				

JTMAS-41111-023	2. Create, add or divide accounts/borrowers in the Job Order based on the locations of the property (e.g. accounts with more than one property in different locations)	Mandatory				
JTMAS-41111-024	3. Indicate mutually agreed date and time for entering property premises Business Rule: Optional field if Job Order emanates from Loan Recovery Department (LRD), Special Assets Department (SPAD), Facilities Management Department (FMD) or Branch Banking Sector (BBS) Units	Mandatory				
JTMAS-41111-025	The system shall have an upload facility: 1. Supporting documents for each Job Order type and sub-type	Mandatory				
JTMAS-41111-026	2. Scanned documents as appropriate action for Job Order (e.g. digitized title, TPA Report)	Mandatory				
JTMAS-41111-027	The system shall be able to generate unique Job Order Reference/ Tracking Number for every Job Order Request made	Mandatory				
JTMAS-41111-028	The requesting unit shall be able to view and print summary of created Job Order	Mandatory				

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4.1.1.1.2 Job Order Assignment						
JTMAS-41112-001	The system shall have a maker-checker facility that allows multiple levels of checking/ approving with corresponding remarks Business Rule: Remarks necessary to proceed processing	Mandatory				
JTMAS-41112-002	The checker shall be able to: 1. View the list of Job Order Requests	Mandatory				
JTMAS-41112-003	2. Accept Job Order	Mandatory				
JTMAS-41112-004	3. Assign Job Order to single assignee	Mandatory				
JTMAS-41112-005	4. Assign Job Order to multiple assignees	Mandatory				
JTMAS-41112-006	5. Re-assign Job Order with appropriate remarks	Mandatory				
JTMAS-41112-007	6. Re-assign Job Order to PVCID FTs / HO	Mandatory				
JTMAS-41112-008	7. Schedule Job Order with appropriate remarks (i.e. date and time for property inspection)	Mandatory				
JTMAS-41112-009	8. Re-schedule Job Order with appropriate remarks	Mandatory				

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JTMAS-41112-010	9. Return Job Order with corresponding remarks from the assigned personnel to the requesting unit	Mandatory				
JTMAS-41112-011	10. Cancel Job Order with corresponding remarks from the assigned personnel to the requesting unit	Mandatory				
JTMAS-41112-012	11. Review action and documents/reports done to Job Order by assigned personnel	Mandatory				
JTMAS-41112-013	12. Return action done to Job Order by assigned personnel with remarks	Mandatory				
JTMAS-41112-014	13. Approve or recommend for approval action taken	Mandatory				
JTMAS-41112-015	The maker shall be able to: 1. Receive Job Order with complete supporting documents and details	Mandatory				
JTMAS-41112-016	2. Forward report/action taken for each Job Order with remarks	Mandatory				
JTMAS-41112-017	3. Return Job Order with corresponding remarks to the checker	Mandatory				

JTMAS-41112-018	The requesting unit user shall be able to: 1. Cancel Job Order with corresponding remarks	Mandatory				
JTMAS-41112-019	2. Create new Job Order for previously cancelled Job Order Business Rule: All previous information including attachment shall be revived	Recommended				
4.1.1.1.3 Work Flow Notification						
JTMAS-41113-001	The system shall be able to inform the user of the following instances: 1. Requesting Unit when Job Order is accepted	Mandatory				
JTMAS-41113-002	2. Requesting Unit for returned/cancelled Job Order	Mandatory				
JTMAS-41113-003	3. Team Members (assignee) upon assignment of Job Order by the Team Head	Mandatory				
JTMAS-41113-004	4. Maker for returned reports/ documents with remarks/ comments from checker	Mandatory				
JTMAS-41113-005	5. Checker/approver for incoming Job Order requests	Mandatory				

JTMAS-41113-006	6. Checker/approver upon submission of reports/ documents for review	Mandatory				
JTMAS-41113-007	7. Checker/approver upon submission of TPA Evaluation Report by PVCID for TPA Payment	Mandatory				
JTMAS-41113-008	8. Team Members (assignee), Team Heads, Unit Heads and concerned personnel for completed and uncompleted task including delayed/ overdue Job Orders and number of days delayed/ overdue	Mandatory				
4.1.1.1.4 View Job Oder Status						
JTMAS-41114-001	The requesting unit shall be able to view Job Order with the following details: 1. Job Order Status (e.g. In process, completed)	Mandatory				
JTMAS-41114-002	2. Job Order Tracking Number	Mandatory				
JTMAS-41114-003	3. Account Name/ Borrower's Name	Mandatory				
JTMAS-41114-004	4. Date and Time Requested	Mandatory				
JTMAS-41114-005	5. Requesting Unit	Mandatory				
JTMAS-41114-006	6. Date and Time Accepted	Mandatory				

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JTMAS-41114-007	7. Date and Time of Appropriate Action Taken (e.g. inspected, referred, returned, reviewed, approved, completed)	Mandatory				
JTMAS-41114-008	8. Action Taken/ Accepted by assigned personnel	Mandatory				
JTMAS-41114-009	9. Remarks per appropriate action taken	Mandatory				
JTMAS-41114-010	The system shall be able to update the status (e.g. completed, under review) of each job order	Mandatory				

4.1.1.2 Mobile Appraisal System						
JTMAS-4112-001	The system shall have a facility to prepare, view, approve with electronic signature and print/download the Property Appraisal Report. 1. Based on selected report template according to collateral type, as follows: a. Land (e.g. Annex A.1)	Mandatory				
JTMAS-4112-002	b. Land with Existing Improvement (e.g. Annex A.2)	Mandatory				
JTMAS-4112-003	c. Condominium (e.g. Annex A.3)	Mandatory				
JTMAS-4112-004	d. Inventory (e.g. Annex A.4)	Mandatory				
JTMAS-4112-005	e. Machineries/ Equipment (e.g. Annex A.5)	Mandatory				
JTMAS-4112-006	f. Motor vehicle (e.g. Annex A.6)	Mandatory				
JTMAS-4112-007	g. Marine Vessels (e.g. Annex A.7)	Mandatory				
JTMAS-4112-008	h. Aircraft (e.g. Annex A.8)	Mandatory				
JTMAS-4112-009	i. Split-Interest Valuation (e.g. Annex A.9)	Mandatory				
JTMAS-4112-010	j. Land- Building- Machineries/ Equipment (e.g. Annex A.10)	Mandatory				

JTMAS-4112-011	k. Others	Recommended				
JTMAS-4112-012	l. Combination of any of the above collaterals	Mandatory				
JTMAS-4112-013	2. Add description in the Property Valuation/ Appraisal Report template for: a. Multiple Lots	Mandatory				
JTMAS-4112-014	b. Multiple Structures	Mandatory				
JTMAS-4112-015	c. Multiple Condominium	Mandatory				
JTMAS-4112-016	d. Multiple Improvements	Mandatory				
JTMAS-4112-017	e. Multiple Machineries	Mandatory				
JTMAS-4112-018	3. Attach supporting documents/ files for the Property Valuation/ Appraisal Report (e.g. excel file containing various inventory collateral, other worksheet)	Mandatory				
JTMAS-4112-019	4. Extract data/ information in the attached supporting documents/ files and include the extracted data in the Property Valuation/ Appraisal Report	Recommended				

JTMAS-4112-020	5. Compute for the following information needed for the preparation of the Appraisal Report: a. Total Reproduction Cost New (RCN) Business Rule: • Building = Floor Area * Unit RCN * No. of Buildings • Other Land Improvements = Area * Unit RCN * No. of Improvements • Machineries and Equipment = Unit RCN * No. of Units	Mandatory				
JTMAS-4112-021	b. Appraised Value per Collateral Business Rule: • Appraised Value for all Improvements, Machineries and Equipment = Total RCN * (ERUL/ EULN) • Appraised Value for Land = Land Area less deductions (easement, encroachment, etc.) if any, multiplied by Unit Appraised Value/ Price per Square Meter	Mandatory				

JTMAS-4112-022	c. Sub Total Appraised Value Business Rule: Summation of Appraised Value per Collateral type	Mandatory				
JTMAS-4112-023	d. Grand Total Appraised Value Business Rule: Summation of all Appraised Value of Collateral	Mandatory				
JTMAS-4112-024	6. Edit Appraised Value computed by the system	Mandatory				
JTMAS-4112-025	7. Insert footnote and indicate reference of the footnote	Mandatory				
JTMAS-4112-026	8. Incorporate the following in the basis of valuation portion of the report: Business Rule: Must follow format in Annex B (Group Order No. 67 Series of 2016) a. Sales Data	Mandatory				
JTMAS-4112-027	b. Listing	Mandatory				
JTMAS-4112-028	c. Market Value Information	Mandatory				
JTMAS-4112-029	d. Valuation Matrix	Mandatory				

JTMAS-4112-030	9. Compute for the following in the Valuation Matrix: a. Net Sales Price per Comparable Business Rule: • For Sales Data, Sales Price multiplied by Time element factors • For Listings, Asking Price multiplied by Negotiability factor	Mandatory					
JTMAS-4112-031	b. Total Adjustment per Comparable Business Rule: Summation of all adjustment factors	Mandatory					
JTMAS-4112-032	c. Adjusted Value per Comparable Business Rule: Net Sales Price multiplied by Total Adjustments	Mandatory					
JTMAS-4112-033	d. Weighted Average per Comparable Business Rule: Adjusted Value multiplied by % Weight	Mandatory					

JTMAS-4112-034	e. Appraised Value Business Rule: Summation of weighted average	Mandatory				
JTMAS-4112-035	10. Store and retrieve the following: a. Listings	Mandatory				
JTMAS-4112-036	b. Sales Data	Mandatory				
JTMAS-4112-037	c. Appraised Value in similar location and machineries from previous appraisal report	Mandatory				
JTMAS-4112-038	11. Notify user on the available comparable listings, sales data and in-house file of Appraised Value	Mandatory				
JTMAS-4112-039	12. Create vicinity map in any reliable map source (e.g. Google Earth/ Map, Wikimap) and include in the Property Valuation/ Appraisal Report. Business Rule: Must follow details attached in in Annex B (Group Order No. 67 Series of 2016)	Mandatory				

JTMAS-4112-040	13. Plot area based on the technical description entered by the user and include in the Property Valuation/ Appraisal Report. Business Rule: Must follow details attached in Annex B (Group Order No. 67 Series of 2016)	Mandatory					
JTMAS-4112-041	14. Include photographs related to the collateral in the Property Valuation/ Appraisal reports and the Progress Monitoring reports	Mandatory					
JTMAS-4112-042	15. Classify Property Valuation/ Appraisal Job Order according to complexity (e.g. simple, semi-complex, complex, mega-complex)	Mandatory					
JTMAS-4112-043	16. Retrieve and update the previous Property Valuation/ Appraisal Report	Mandatory					
JTMAS-4112-044	The system shall have a facility for real-time tracking of the property valuation specialist's location	Mandatory					
JTMAS-4112-045	The system shall automatically update the location of the property valuation specialist in the dashboard	Mandatory					

4.1.1.3 Other Reports						
4.1.1.3.1 Progress Monitoring Report						
JTMAS-41131-001	The system shall have a facility to prepare, view, approve with electronic signature and print / download the Progress Monitoring Report with the following information: 1. Based on the attached template (See Annex C): a. Account Information	Mandatory				
JTMAS-41131-002	b. Comments/ evaluation with brief description	Mandatory				
JTMAS-41131-003	c. Scope of Work and Completion Table	Mandatory				
JTMAS-41131-004	d. Additional notes to the report	Mandatory				
JTMAS-41131-005	2. Retrieve and update the previous Progress Monitoring Report	Mandatory				

4.1.1.3.2 Credit Information Services, Skip Tracing and Asset Verification Service and Third Party Appraisal						
JTMAS-41132-001	The system shall have a facility to prepare, view, approve with electronic signature and print / download the following report by the user: 1. Credit Information Report. See Annex D for template	Mandatory				
JTMAS-41132-002	2. Skip Tracing and Asset Verification Report. See Annex E for template	Mandatory				
JTMAS-41132-003	3. Third Party Appraisal Evaluation Report. See Annex A.11 for template	Mandatory				

4.1.1.4 Performance Monitoring						
4.1.1.4.1 Performance Monitoring Computation						
JTMAS-41141-001	The system shall be able to compute the following: Business Rule: Computation at different levels (e.g. individual, team, etc.) could be edited by appropriate user 1. Merit/ Demerit Business Rule: Standard Turn-around Time less Actual No. of Processing Days/ Actual Turn-around Time	Mandatory				
JTMAS-41141-002	2. Net points Business Rule: Add Equivalent Points and Merit/ Demerit	Mandatory				
JTMAS-41141-003	The system shall be able to record actual processing days/ turn-around time per Job Order	Mandatory				
JTMAS-41141-004	The system shall be able adjust computation of actual processing days/ turn-around time: 1. Re-start a. Re-assignment to new personnel/team	Mandatory				

JTMAS-41141-005	b. Create new Job Order	Mandatory				
JTMAS-41141-006	2. Stop a. Return Job Order	Mandatory				
JTMAS-41141-007	b. Cancel Job Order	Mandatory				
JTMAS-41141-008	The system shall have a facility to record time spent for each Job Order	Mandatory				
JTMAS-41141-009	The user shall be able to view: 1. List of assigned Job Order for each: a. Personnel	Mandatory				
JTMAS-41141-010	b. Team	Recommended				
JTMAS-41141-011	c. Unit	Recommended				
JTMAS-41141-012	d. Whole department	Recommended				
JTMAS-41141-013	2. Time spent for each Job Order for each: a. Personnel	Mandatory				
JTMAS-41141-014	b. Team	Recommended				

JTMAS-41141-015	c. Unit	Recommended				
JTMAS-41141-016	d. Whole department	Recommended				
4.1.1.4.2 Performance Management Dashboard						
JTMAS-41142-001	The system shall have a facility for real-time and/ or user-defined date performance dashboard monitoring, with the following information: 1. Individual personnel a. Total No. of Assigned Job Orders per Job Order Type	Mandatory				
JTMAS-41142-002	b. No. of pending Job Orders per Job Order type	Mandatory				
JTMAS-41142-003	c. No. of accomplished/ completed Job Orders per Job Order type	Mandatory				
JTMAS-41142-004	d. Total equivalent points	Mandatory				
JTMAS-41142-005	e. Total number of net points	Mandatory				
JTMAS-41142-006	f. Number of delayed Job Orders per Job Order type	Mandatory				
JTMAS-41142-007	g. Real-time location of property valuation specialist	Mandatory				

JTMAS-41142-008	h. Number and name of Assessors Office completed by CIA (Asset Verification)	Mandatory				
JTMAS-41142-009	i. Number and name of Assessors Office pending by CIA (Asset Verification)	Mandatory				
JTMAS-41142-010	j. Subject(s) address completed by CIA for Skip Tracing	Mandatory				
JTMAS-41142-011	k. Subject(s) address pending by CIA for Skip Tracing	Mandatory				
JTMAS-41142-012	l. Date Received by Assigned Personnel the TPA Report	Mandatory				
JTMAS-41142-013	m. Date Sent by Assigned Personnel the TPA Evaluation Report	Mandatory				
JTMAS-41142-014	2. Team a. Total no. of Job Order per Job Order type under the team	Mandatory				
JTMAS-41142-015	b. No. of pending Job Order per Job Order type under the team	Mandatory				
JTMAS-41142-016	c. No. of accomplished/ completed Job Order per Job Order type under the team	Mandatory				

JTMAS-41142-017	d. Total equivalent points	Mandatory				
JTMAS-41142-018	e. Total number of net points	Mandatory				
JTMAS-41142-019	f. Number of available personnel under the team	Mandatory				
JTMAS-41142-020	g. Number of delayed Job Order per Job Order type	Mandatory				
JTMAS-41142-021	h. Number and name of Assessors Office completed by CIA (Asset Verification)	Mandatory				
JTMAS-41142-022	i. Number and name of Assessors Office pending by CIA (Asset Verification)	Mandatory				
JTMAS-41142-023	j. Subject(s) address completed by CIA for Skip Tracing	Mandatory				
JTMAS-41142-024	k. Subject(s) address pending by CIA for Skip Tracing	Mandatory				
JTMAS-41142-025	l. Date Received by Assigned Personnel the TPA Report	Mandatory				
JTMAS-41142-026	m. Date Sent by Assigned Personnel the TPA Evaluation Report	Mandatory				

JTMAS-41142-027	3. Unit a. Total no. of Job Order per Job Order type under the unit	Mandatory				
JTMAS-41142-028	b. No. of pending Job Order per Job Order type under the unit	Mandatory				
JTMAS-41142-029	c. No. of accomplished/ completed Job Order per Job Order under the unit	Mandatory				
JTMAS-41142-030	d. Total equivalent points	Mandatory				
JTMAS-41142-031	e. Total number of net points	Mandatory				
JTMAS-41142-032	f. Number of available personnel under the unit	Mandatory				
JTMAS-41142-033	g. Number of delayed Job Order per Job Order type	Mandatory				
JTMAS-41142-034	h. Date Received by Assigned Personnel the TPA Report	Mandatory				
JTMAS-41142-035	i. Date Sent by Assigned Personnel the TPA Evaluation Report	Mandatory				

JTMAS-41142-036	4. Department a. Total no. of Job Order per Job Order type for the whole department	Mandatory				
JTMAS-41142-037	b. No. of pending Job Order per Job Order type for the whole department	Mandatory				
JTMAS-41142-038	c. No. of accomplished/ completed Job Order per Job Order type for the whole department	Mandatory				
JTMAS-41142-039	d. Total equivalent points	Mandatory				
JTMAS-41142-040	e. Total number of net points	Mandatory				
JTMAS-41142-041	f. Number of delayed/ overdue Job Order per Job Order type for the whole department	Mandatory				
JTMAS-41142-042	The user shall be able to customize dashboards including the following: 1. Signal for delays or progress	Mandatory				
JTMAS-41142-043	2. Present data via graphs, charts, other effective visualization or combination	Mandatory				
JTMAS-41142-044	The user shall be able to view, generate and print all dashboards	Mandatory				

4.1.1.4.3 Performance Monitoring Reports						
JTMAS-41143-001	The user shall be able to view, generate and print performance report, as follows: 1. Per individual personnel	Mandatory				
JTMAS-41143-002	2. Per team	Mandatory				
JTMAS-41143-003	3. Per unit	Mandatory				
JTMAS-41143-004	4. Department wide	Mandatory				
JTMAS-41143-005	The system shall have facility for the user to define the following in the performance report: 1. Date range	Mandatory				
JTMAS-41143-006	2. Job Order type / sub-type	Mandatory				
JTMAS-41143-007	The user shall be able to generate Individual Personnel Performance Report for Property Valuation/ Appraisal with the following details: 1. Name of Personnel	Mandatory				
JTMAS-41143-008	2. Job Count	Mandatory				
JTMAS-41143-009	3. Unique Job Order Tracking Identifier/ Number	Mandatory				

JTMAS-41143-010	4. Account Name/ Borrower's Name	Mandatory				
JTMAS-41143-011	5. Requesting Unit	Mandatory				
JTMAS-41143-012	6. Job Order Type	Mandatory				
JTMAS-41143-013	7. Job Order Sub-type	Mandatory				
JTMAS-41143-014	8. Classification per complexity	Mandatory				
JTMAS-41143-015	9. Collateral type	Mandatory				
JTMAS-41143-016	10. Appraised value	Mandatory				
JTMAS-41143-017	11. Date requested	Mandatory				
JTMAS-41143-018	12. Date accepted	Mandatory				
JTMAS-41143-019	13. Date inspected	Mandatory				
JTMAS-41143-020	14. Date completed	Mandatory				
JTMAS-41143-021	15. Equivalent Points	Mandatory				
JTMAS-41143-022	16. Turn-around Time	Mandatory				
JTMAS-41143-023	17. Actual No. of Processing Days	Mandatory				
JTMAS-41143-024	18. Merit/ Demerit	Mandatory				

JTMAS-41143-025	19. Net Points	Mandatory				
JTMAS-41143-026	20. Total Number of Accounts	Mandatory				
JTMAS-41143-027	21. Total Number of Cancelled	Mandatory				
JTMAS-41143-028	22. Total Number of Pending	Mandatory				
JTMAS-41143-029	23. Total Number of Completed	Mandatory				
JTMAS-41143-030	24. Remarks per account (e.g. reason for delay, returning the request, etc.)	Mandatory				
JTMAS-41143-031	25. Number of delayed Job Orders	Mandatory				
JTMAS-41143-032	The user shall be able to generate Team Performance report for Property Valuation/ Appraisal with the following details: 1. Team name	Mandatory				
JTMAS-41143-033	2. Names of Team Members (assignee)	Mandatory				
JTMAS-41143-034	3. Job Count	Mandatory				
JTMAS-41143-035	4. Unique Job Order Tracking Identifier	Mandatory				
JTMAS-41143-036	5. Account Name/ Borrower's Name	Mandatory				

JTMAS-41143-037	6. Requesting Unit	Mandatory				
JTMAS-41143-038	7. Job Order Type	Mandatory				
JTMAS-41143-039	8. Job Order Sub-type	Mandatory				
JTMAS-41143-040	9. Classification per complexity	Mandatory				
JTMAS-41143-041	10. Collateral type	Mandatory				
JTMAS-41143-042	11. Appraised value	Mandatory				
JTMAS-41143-043	12. Date requested	Mandatory				
JTMAS-41143-044	13. Date accepted	Mandatory				
JTMAS-41143-045	14. Date inspected	Mandatory				
JTMAS-41143-046	15. Date completed	Mandatory				
JTMAS-41143-047	16. Equivalent Points	Mandatory				
JTMAS-41143-048	17. Turn-around Time	Mandatory				
JTMAS-41143-049	18. Actual No. of Processing Days	Mandatory				
JTMAS-41143-050	19. Merit/ Demerit	Mandatory				
JTMAS-41143-051	20. Net Points	Mandatory				

JTMAS-41143-052	21. Total Number of Accounts	Mandatory				
JTMAS-41143-053	22. Total Number of Cancelled	Mandatory				
JTMAS-41143-054	23. Total Number of Pending	Mandatory				
JTMAS-41143-055	24. Total Number of Completed	Mandatory				
JTMAS-41143-056	25. Remarks per account (e.g. reason for delay, returning the request, etc.)	Mandatory				
JTMAS-41143-057	26. Number of delayed Job Orders	Mandatory				
JTMAS-41143-058	The user shall be able to generate Unit Performance report for Property Valuation/ Appraisal with the following details: 1. Names of Teams under the unit	Mandatory				
JTMAS-41143-059	2. Names of Member per Team	Mandatory				
JTMAS-41143-060	3. Job Count	Mandatory				
JTMAS-41143-061	4. Unique Job Order Tracking Identifier	Mandatory				
JTMAS-41143-062	5. Account Name/ Borrower's Name	Mandatory				
JTMAS-41143-063	6. Requesting Unit	Mandatory				

JTMAS-41143-064	7. Job Order Type	Mandatory				
JTMAS-41143-065	8. Job Order Sub-type	Mandatory				
JTMAS-41143-066	9. Classification per complexity	Mandatory				
JTMAS-41143-067	10. Collateral type	Mandatory				
JTMAS-41143-068	11. Appraised value	Mandatory				
JTMAS-41143-069	12. Date requested	Mandatory				
JTMAS-41143-070	13. Date accepted	Mandatory				
JTMAS-41143-071	14. Date inspected	Mandatory				
JTMAS-41143-072	15. Date completed	Mandatory				
JTMAS-41143-073	16. Equivalent Points	Mandatory				
JTMAS-41143-074	17. Turn-around Time	Mandatory				
JTMAS-41143-075	18. Actual No. of Processing Days	Mandatory				
JTMAS-41143-076	19. Merit/ Demerit	Mandatory				
JTMAS-41143-077	20. Net Points	Mandatory				
JTMAS-41143-078	21. Total Number of Accounts	Mandatory				

JTMAS-41143-079	22. Total Number of Cancelled	Mandatory				
JTMAS-41143-080	23. Total Number of Pending	Mandatory				
JTMAS-41143-081	24. Total Number of Completed	Mandatory				
JTMAS-41143-082	25. Remarks per account (e.g. reason for delay, returning the request, etc.)	Mandatory				
JTMAS-41143-083	26. Number of delayed job orders	Mandatory				
JTMAS-41143-084	The user shall be able to generate Individual Personnel Performance Report for the Credit Information Services, Skip Tracing, Asset Verification, and the Title Verification with the following details: 1. Name of Personnel	Mandatory				
JTMAS-41143-085	2. Job Count	Mandatory				
JTMAS-41143-086	3. Unique Job Order Tracking Identifier	Mandatory				
JTMAS-41143-087	4. Account Name	Mandatory				
JTMAS-41143-088	5. Requesting Unit	Mandatory				
JTMAS-41143-089	6. Job Order Type	Mandatory				

JTMAS-41143-090	7. Job Order Sub-type	Mandatory				
JTMAS-41143-091	8. Date Accepted	Mandatory				
JTMAS-41143-092	9. Date Completed	Mandatory				
JTMAS-41143-093	10. Equivalent Points	Mandatory				
JTMAS-41143-094	11. Turn-around Time	Mandatory				
JTMAS-41143-095	12. Actual No. of Processing Days	Mandatory				
JTMAS-41143-096	13. Merit/ Demerit	Mandatory				
JTMAS-41143-097	14. Net Points	Mandatory				
JTMAS-41143-098	15. Total Number of Accounts	Mandatory				
JTMAS-41143-099	16. Total Number of Cancelled	Mandatory				
JTMAS-41143-100	17. Total Number of Pending	Mandatory				
JTMAS-41143-101	18. Total Number of Completed	Mandatory				
JTMAS-41143-102	19. Total Number and Name of Assessors Office Completed	Mandatory				
JTMAS-41143-103	20. Total Number and Name of Assessors Office Pending	Mandatory				

JTMAS-41143-104	21. Subject(s) Address Completed	Mandatory				
JTMAS-41143-105	22. Subject(s) Address Pending	Mandatory				
JTMAS-41143-106	23. Remarks per account (e.g. reason for delay, returning the request, etc.)	Mandatory				
JTMAS-41143-107	24. Number of delayed Job Orders	Mandatory				
JTMAS-41143-108	The user shall be able to generate Team Performance report for the Credit Information Services, Skip Tracing, Asset Verification, and Title Verification with the following details: 1. Team name	Mandatory				
JTMAS-41143-109	2. Names of Team Members (assignee)	Mandatory				
JTMAS-41143-110	3. Job Count	Mandatory				
JTMAS-41143-111	4. Unique Job Order Tracking Identifier	Mandatory				
JTMAS-41143-112	5. Account Name	Mandatory				
JTMAS-41143-113	6. Requesting Unit	Mandatory				
JTMAS-41143-114	7. Job Order Type	Mandatory				
JTMAS-41143-115	8. Job Order Sub-type	Mandatory				

JTMAS-41143-116	9. Date Accepted	Mandatory				
JTMAS-41143-117	10. Date Completed	Mandatory				
JTMAS-41143-118	11. Equivalent Points	Mandatory				
JTMAS-41143-119	12. Turn-around Time	Mandatory				
JTMAS-41143-120	13. Actual No. of Processing Days	Mandatory				
JTMAS-41143-121	14. Merit/ Demerit	Mandatory				
JTMAS-41143-122	15. Net Points	Mandatory				
JTMAS-41143-123	16. Total Number of Accounts	Mandatory				
JTMAS-41143-124	17. Total Number of Cancelled	Mandatory				
JTMAS-41143-125	18. Total Number of Pending	Mandatory				
JTMAS-41143-126	19. Total Number of Completed	Mandatory				
JTMAS-41143-127	20. Total Number and Name of Assessors Office Completed	Mandatory				
JTMAS-41143-128	21. Total Number and Name of Assessors Office Pending	Mandatory				
JTMAS-41143-129	22. Subject(s) Address Completed	Mandatory				

JTMAS-41143-130	23. Subject(s) Address Pending	Mandatory				
JTMAS-41143-131	24. Remarks per account (e.g. reason for delay, returning the request, etc.)	Mandatory				
JTMAS-41143-132	25. Number of delayed job orders	Mandatory				
JTMAS-41143-133	The user shall be able to generate Unit Performance report for the Credit Information Services, Skip Tracing, Asset Verification, and Title Verification with the following details: 1. Names of Teams under the unit	Mandatory				
JTMAS-41143-134	2. Names of Member per Team	Mandatory				
JTMAS-41143-135	3. Job Count	Mandatory				
JTMAS-41143-136	4. Unique Job Order Tracking Identifier	Mandatory				
JTMAS-41143-137	5. Account Name	Mandatory				
JTMAS-41143-138	6. Requesting Unit	Mandatory				
JTMAS-41143-139	7. Job Order Type	Mandatory				
JTMAS-41143-140	8. Job Order Sub-type	Mandatory				
JTMAS-41143-141	9. Date Accepted	Mandatory				

JTMAS-41143-142	10. Date Completed	Mandatory				
JTMAS-41143-143	11. Equivalent Points	Mandatory				
JTMAS-41143-144	12. Turn-around Time	Mandatory				
JTMAS-41143-145	13. Actual No. of Processing Days	Mandatory				
JTMAS-41143-146	14. Merit/ Demerit	Mandatory				
JTMAS-41143-147	15. Net Points	Mandatory				
JTMAS-41143-148	16. Total Number of Accounts	Mandatory				
JTMAS-41143-149	17. Total Number of Cancelled	Mandatory				
JTMAS-41143-150	18. Total Number of Pending	Mandatory				
JTMAS-41143-151	19. Total Number of Completed	Mandatory				
JTMAS-41143-152	20. Remarks per account (e.g. reason for delay, returning the request, etc.)	Mandatory				
JTMAS-41143-153	21. Number of delayed job orders	Mandatory				
JTMAS-41143-154	The user shall be able to generate the Department Performance Report with the following details: 1. Names of unit under the department	Mandatory				

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JTMAS-41143-155	2. Names of team under the department	Mandatory				
JTMAS-41143-156	3. Total Number of Requests broken down per Team and Unit	Mandatory				
JTMAS-41143-157	4. Percent to total broken down per Team and Unit	Mandatory				
JTMAS-41143-158	5. Total Number of Completed Requests broken down per Team and Unit	Mandatory				
JTMAS-41143-159	6. Percent to total broken down per Team and Unit	Mandatory				
JTMAS-41143-160	7. Total Number of Pending Requests broken down per Team and Unit	Mandatory				
JTMAS-41143-161	8. Percent to total broken down per Team and Unit	Mandatory				
JTMAS-41143-162	9. Total Number of Pending Requests – Not yet due broken down per Team and Unit	Mandatory				
JTMAS-41143-163	10. Percent to total broken down per Team and Unit	Mandatory				
JTMAS-41143-164	11. Total Number of Pending Requests – due/ delayed broken down per Team and Unit	Mandatory				

JTMAS-41143-165	12. Percent to total broken down per Team and Unit	Mandatory				
JTMAS-41143-166	13. Total Number of Cancelled Requests broken down per Team and Unit	Mandatory				
JTMAS-41143-167	14. Percent to total broken down per Team and Unit	Mandatory				
JTMAS-41143-168	The system shall have a facility to sort and filter performance reports and dashboards according to user preference (e.g. top performer for the day, most to least number of pending Job Order)	Mandatory				
JTMAS-41143-169	The system shall have a search facility (i.e. account name, unique job order tracking number, date completed, requesting unit, and title number) and document retrieval based on user preference	Mandatory				

4.1.2 Back-end						
4.1.2.1 Master Set-up for Job Order Tracking						
JTMAS-4121-001	The user shall have a facility to set-up (create, add, edit and delete) values for the following: 1. Job Order type	Mandatory				
JTMAS-4121-002	2. Job Order sub-type	Mandatory				
JTMAS-4121-003	3. Required Job Order details per Job Order sub-type	Mandatory				
JTMAS-4121-004	4. Required supporting documents per Job Order sub-type	Mandatory				
JTMAS-4121-005	5. Collateral type	Mandatory				
JTMAS-4121-006	6. Requesting unit	Mandatory				
JTMAS-4121-007	7. Classification of complexity	Mandatory				
JTMAS-4121-008	8. Project type	Mandatory				
4.1.2.2 Master Set-up for Work Flow Management						
JTMAS-4122-001	The user shall be able to create, update/ change the following: 1. Members of each team	Mandatory				

JTMAS-4122-002	2. Team Head and Unit Head of each team/ unit	Mandatory				
JTMAS-4122-003	3. Work flow based on the following user defined: a. Organizational Structure	Mandatory				
JTMAS-4122-004	b. Appraised Value	Mandatory				
JTMAS-4122-005	c. Project type	Mandatory				
JTMAS-4122-006	The user shall have a facility to define and edit the following: 1. Official working day and time for each personnel	Mandatory				
JTMAS-4122-007	2. Cut-off time for accepting/ receiving Job Order request	Mandatory				
JTMAS-4122-008	3. Maximum assignment of Job Order per team	Mandatory				
4.1.2.3 Notifications						
JTMAS-4123-001	The system shall have a facility to define / edit notifications (e.g. uncompleted tasks, overdue Job Order)	Recommended				

4.1.2.4 Master Set-up for Performance Monitoring						
JTMAS-4124-001	The user shall have a facility to define and edit the following: 1. Calendar working days	Mandatory				
JTMAS-4124-002	2. National and local holidays	Mandatory				
JTMAS-4124-003	3. Unscheduled holidays	Mandatory				
JTMAS-4124-004	The user shall have a facility to set-up (create, add, edit and delete) parameters for performance monitoring, as follows: 1. Define equivalent points and standard turn-around time (TAT) in working days for: a. Property Valuation/ Appraisal Job Order based on the following: • Job order sub-type • Classification of Complexity • Collateral type / Project type • Appraised value	Mandatory				

JTMAS-4124-005	b. Credit Information Services Job Order based on the following: • Job order sub-type • Each subject/ entity per job order sub-type	Mandatory				
JTMAS-4124-006	c. Skip Tracing and Asset Verification Job Order based on the following: • Job order sub-type • Each subject/ entity/ assessor per job order sub-type	Mandatory				
JTMAS-4124-007	d. Title Verification Job Order based on the following: • Job order sub-type • Each subject/ entity/ TCT per job order sub-type	Mandatory				
JTMAS-4124-008	2. Define formula for: a. Merit/ Demerit b. Net points	Mandatory				

4.2 Interface / Usability Requirements						
JTMAS-420-001	The system shall be able to receive in real time Job Order request created in the LOS (Refer to requirement JTMAS-41111-008 - JTMAS-41111-021)	Mandatory				
JTMAS-420-002	The system shall be able to use customer and collateral data when creating Job Order request (Refer to requirement JTMAS-41111-008 - JTMAS-41111-017 and JTMAS-41111-020 respectively)	Mandatory				
JTMAS-420-003	The system shall be able to update the LOS data based on the information on the following reports: a. Credit Information Report • Adjectival Rating	Mandatory				
JTMAS-420-004	• Findings and details of the report	Mandatory				
JTMAS-420-005	b. Findings and details of the Skip Tracing Report	Mandatory				
JTMAS-420-006	c. Findings and details of the Asset Verification Report	Mandatory				
JTMAS-420-007	d. Property Valuation/ Appraisal Report	Mandatory				
JTMAS-420-008	• Description of the collateral	Mandatory				

JTMAS-420-009	• Valuation details	Mandatory				
JTMAS-420-010	e. Progress Monitoring Report	Mandatory				
JTMAS-420-011	The system will be able to perform batch processes effectively within the allowable schedule of the bank	Mandatory				
4.3 Performance Requirements						
JTMAS-430-001	The system must have a facility for: 1. Storage of at least five (5) - year historical data or as required by the bank without major decrease in processing speed	Mandatory				
JTMAS-430-002	2. Purging and restoration of data according to the file retention parameters and criteria of the Bank, including denied, disapproved and cancelled requests	Mandatory				
JTMAS-430-003	The vendor should provide recommendation on the hardware and network configuration considering the following parameters: 1. Number of concurrent users	Mandatory				
JTMAS-430-004	2. Volume of transactions/ data	Mandatory				
JTMAS-430-005	3. Expected increase in volume/ data	Mandatory				

JTMAS-430-006	The system's screen response: 1. Screen opening time – 5 seconds or less 2. Data field entry processing time – 2 seconds or less	Mandatory				
JTMAS-430-007	3. Online inquiry response time – less than 10 seconds	Recommended				
JTMAS-430-008	The system shall have the ability to support multiple screens to have wider view of transactions or folders or tabs without affecting the speed performance	Recommended				
JTMAS-430-009	The system shall be able to accommodate 1000 concurrent users at any given time	Mandatory				

4.4 Operational Requirements						

JTMAS-440-001	The system shall run on any of the following:
	
	1) Server Operating System (OS)
	
	  a. Latest version of Red Hat Enterprise Linux (RHEL); or,
	
	  b. Latest version of IBM Advanced Interactive Executive (AIX); or,
	
	  c. Latest version of Windows Server and must work on Microsoft Hyper-V environment; or,
	
	  d. Latest version of UNIX or better
		Mandatory				

JTMAS-440-002	2) RDBMS:
	
	  a. Latest version of Oracle; or,
	
	  b. Latest version of DB2; or,
	
	  c. Latest version of MS SQL Server
		Mandatory				

JTMAS-440-003	3) PCs:
	
	  a. Intel- based and
	
	  b. Must be compatible with Windows 7 or later
		Mandatory				

JTMAS-440-004	The standard requirement for the network adapters for servers shall be 1 Gigabit per second	Mandatory				
JTMAS-440-005	The system shall be able to run on a 1000 Megabit per second network speed or better	Mandatory				
JTMAS-440-006	Workstation accessing the system shall be able to run on a 100 Megabits per second bandwith especially in the field units	Mandatory				
JTMAS-440-007	The system shall be able to run on all types of browsers and with its latest version available in the market (ex. Mozilla, Internet Explorer, Netscape, Google Chrome, Safari etc.)	Mandatory				
JTMAS-440-008	The system should be able to run on both an intranet and internet environment – browser-based access	Mandatory				
JTMAS-440-009	The system must maintain separate system environment for testing, production and back-up (disaster recovery)	Mandatory				
4.5 Reportorial Requirements						
JTMAS-450-001	The system should be able to store all reports produced in a repository	Mandatory				

JTMAS-450-002	The system must have a facility to extract all reports in different file formats such as: • Microsoft Excel	Mandatory				
JTMAS-450-003	• PDF	Mandatory				
JTMAS-450-004	• Text File	Mandatory				
JTMAS-450-005	The system shall be able to provide reports generation tool that will enable the user to generate and save ad hoc report on demand	Recommended				
4.6 Maintainability Requirements						
JTMAS-460-001	The system provider must provide adequate training to all stakeholders concerned on the following: 1. Reports Development	Mandatory				
JTMAS-460-002	2. Interface Development	Mandatory				
JTMAS-460-003	3. System and Application Administration	Mandatory				
JTMAS-460-004	4. Installation and configuration procedures for both server and client	Mandatory				
JTMAS-460-005	5. Security	Mandatory				

JTMAS-460-006	6. Use, maintenance and portability of the system	Mandatory				
JTMAS-460-007	The vendor must provide a Training Plan	Mandatory				
JTMAS-460-008	The system vendor must provide: 1. Conceptual Systems Design or its equivalent document	Mandatory				
JTMAS-460-009	2. Technical Requirements Specification or its equivalent document	Mandatory				
JTMAS-460-010	3. Integration Testing Certification	Mandatory				
JTMAS-460-011	4. Test Cases	Recommended				
JTMAS-460-012	5. Test Scripts	Recommended				
JTMAS-460-013	6. Tracking facility to monitor: a. system incidents	Mandatory				
JTMAS-460-014	b. change requests	Mandatory				

JTMAS-460-015	The system vendor should provide the following: 1. Requirements Tracking Matrix which indicates the specific location of the business/ functional requirements in the system document	Mandatory				
JTMAS-460-016	2. User Manual or its equivalent document	Mandatory				
JTMAS-460-017	3. Manual for user and security administration	Mandatory				
JTMAS-460-018	4. Application Maintenance Manual or its equivalent document	Mandatory				
JTMAS-460-019	5. Technical Implementation Plan with LBP Technical Team as co-author	Mandatory				
JTMAS-460-020	6. Service Level Agreement which contains the expected number of hours for fixes on the project issues that will arise	Mandatory				
JTMAS-460-021	The vendor shall comply with the Bank's required documents from Third Party Service Provider (e.g., Business Continuity Plan, Information Security Policy)	Recommended				

JTMAS-460-022	The vendor shall be able to address findings in the vulnerability report provided by LANDBANK IT Security and application shall pass the vulnerability assessment of the Bank	Mandatory				
4.7 Portability Requirements						
JTMAS-470-001	The system must be adaptable to changes in banking IT architecture, hardware, software and database platforms	Mandatory				
JTMAS-470-002	The system must be scalable to handle the unexpected volume of transactions for the next five (5) years, while maintaining the required response time	Mandatory				
JTMAS-470-003	The Bank must be guaranteed that transition assistance will be provided (e.g. bank relocation, application migration) which will be indicated in the contract	Mandatory				

4.8 Security Requirements					
4.8.1 Confidentiality Requirements					
JTMAS-481-001	Security Parameters - The system must be set up in accordance with LBP's E.O. 75, series of 2015: Guidelines on Security and Access Controls on Information Technology Systems, as follows: Business Rule: The parameters should not be hard coded. Field parameters should be available and adjustable based on minimum/maximum requirements approved by the Bank. 1. User ID a. Unique	Mandatory				
JTMAS-481-002	b. Alpha, numeric or combination of both characters	Mandatory				
JTMAS-481-003	c. Four (4) to sixteen (16) alphabetic, numeric or alphanumeric characters	Mandatory				
JTMAS-481-004	d. Not case-sensitive	Mandatory				
JTMAS-481-005	e. Inactivity period – global parameter (i.e., the number of days of inactivity before a user ID becomes inactive in status and unable to access the system)	Recommended				

JTMAS-481-006	2. Password a. Minimum of 6 alphabetic and numeric characters except when input device is limited to numeric keypad	Mandatory				
JTMAS-481-007	b. Maximum length	Mandatory				
JTMAS-481-008	c. Case-sensitive	Mandatory				
JTMAS-481-009	d. Different from User ID	Mandatory				
JTMAS-481-010	e. Password expiry - maximum of 90 days	Mandatory				
JTMAS-481-011	f. Password Re-use/ History – minimum of last previous password used	Mandatory				
JTMAS-481-012	g. Automatic lock/ suspend/ revoked – maximum of 3 consecutive unsuccessful attempts	Mandatory				
JTMAS-481-013	h. Automatic log-off log-out – maximum of 15 minutes of inactivity	Mandatory				
JTMAS-481-014	i. Change Password – anytime or as the need arises	Mandatory				

JTMAS-481-015	j. The number of days before an inactive ID is automatically deleted/purged by the system	Recommended				
JTMAS-481-016	Password should be masked/not in clear text (during input and submission/transport to server)	Mandatory				
JTMAS-481-017	Password File/Database should be encrypted	Mandatory				
JTMAS-481-018	Force change password (i.e., User must change password upon initial log in after creation of account/resetting of password except when password is user-nominated)	Mandatory				
JTMAS-481-019	The system shall have a facility for User Administration in resetting of password	Mandatory				
JTMAS-481-020	The system shall be accessible only through the use of valid User ID and password	Mandatory				
JTMAS-481-021	The system shall have a facility to generate List of System Users filtered by: 1. User role	Mandatory				
JTMAS-481-022	2. User profile	Mandatory				
JTMAS-481-023	3. User status	Mandatory				
JTMAS-481-024	4. User department	Mandatory				

JTMAS-481-025	Changing of default/super ID password should not affect system operations	Mandatory				
JTMAS-481-026	The system shall have a functionality to override the global parameter for inactivity period in a per user enrolment basis in order to set expiry for special access (e.g. With Super user/ID)	Recommended				

JTMAS-481-027	The system shall have a facility to define flexible user access level policy (including access to reports) and limit user access in a need-to-know-and-need-to-do basis through parameterized:
	
	1. Access rights per transaction/menu
	  a. Create
	  b. Read
	  c. Update
	  d. Delete
		Mandatory				

JTMAS-481-028	2. Profiles – grouping of access rights	Mandatory				
JTMAS-481-029	3. Roles – grouping of profiles	Mandatory				
JTMAS-481-030	The system shall have a facility to: 1. modify access rights	Mandatory				
JTMAS-481-031	2. modify profiles	Mandatory				

JTMAS-481-032	3. modify user roles	Mandatory				
JTMAS-481-033	4. delete profiles	Mandatory				
JTMAS-481-034	5. delete user roles	Mandatory				
JTMAS-481-035	6. display and print all defined roles and attached profiles	Mandatory				
JTMAS-481-036	7. print/output to a report access rights attached to a profile/role	Mandatory				
JTMAS-481-037	Changes in access rights/profiles/roles should update the related access of all existing users	Mandatory				
JTMAS-481-038	Deletion of roles and profiles should validate that no existing user is assigned with roles/profiles for deletion	Mandatory				
JTMAS-481-039	The system shall have a facility for the following user administration activities: 1. Search/query/find – to facilitate locating specific: a. User ID	Mandatory				
JTMAS-481-040	b. User Role	Mandatory				

JTMAS-481-041	2. Addition/enrolment	Mandatory				
JTMAS-481-042	3. Deletion – must not affect previously completed activities	Mandatory				
JTMAS-481-043	4. Modification of user information (e.g., Department)	Mandatory				
JTMAS-481-044	5. Modification of user profile/role	Mandatory				
JTMAS-481-045	6. Activation/ Lifting of suspension/ unlocking of access (i.e., should change user access to active) Business Rule: Can be assigned as a sole function or capability of a user role (for TMG Helpdesk function)	Mandatory				
JTMAS-481-046	7. Deactivation/ suspension/ locking	Mandatory				
JTMAS-481-047	The system shall have a facility to generate and print reports/logs with the following information: 1. List of system users as of a given date: a. User role	Mandatory				
JTMAS-481-048	b. User profile/access level	Mandatory				

JTMAS-481-049	c. User ID	Mandatory				
JTMAS-481-050	d. User Name	Mandatory				
JTMAS-481-051	e. User Status (e.g., active/inactive)	Mandatory				
JTMAS-481-052	f. User Department/Unit	Mandatory				
JTMAS-481-053	g. Last log-on date	Mandatory				
JTMAS-481-054	h. Date of last password change	Mandatory				
JTMAS-481-055	2. End-of-day transaction summary for system, security and application administration	Recommended				
JTMAS-481-056	User and other related files should be included in the backup files to allow restoration of system users when needed	Mandatory				
JTMAS-481-057	The system must have a maker-checker mechanism for maintenance of security and user administration parameters Business Rule: A security administrator may both initiate/make and check/approve security administration activities but shall not be able to check/approve activities that he, himself, initiated/make	Mandatory				

4.8.2 Integrity Requirements						
JTMAS-482-001	The system must be able to encrypt the data to be interfaced/transferred or uploaded	Mandatory				
JTMAS-482-002	The system must have a facility to: 1. back-up transaction	Mandatory				
JTMAS-482-003	2. generate audit trail reports	Mandatory				
4.8.3 Availability Requirements						
JTMAS-483-001	The system shall be accessible to users from 7am to 9pm, seven days a week	Mandatory				
JTMAS-483-002	The system should be accessible over the internet and mobile devices (e.g. iPad, tablet, etc.)	Mandatory				

4.9 Audit Requirements						
JTMAS-490-001	The system should be able to log all users (i.e., Application Administrator, Security Administrator, System Administrator and business users) activities and information such as but not limited to the following: 1. Date and time of User log-in and log-off	Mandatory				
JTMAS-490-002	2. User ID and name	Mandatory				
JTMAS-490-003	3. Date and time of activity done in the system	Mandatory				
JTMAS-490-004	4. Description of the activity done in the system (e.g., change of password, enrollment of users, etc.)	Mandatory				
JTMAS-490-005	5. Terminal ID/IP Address/Computer Name (whichever is applicable)	Mandatory				
JTMAS-490-006	6. Value before	Mandatory				
JTMAS-490-007	7. Value after	Mandatory				
JTMAS-490-008	8. Remarks/status (e.g., successful login, locked ID, etc.)	Mandatory				

JTMAS-490-009	The system should be able to view and print audit trail report based on the range of the selected data	Mandatory				
JTMAS-490-010	The system should be able to log transactions, meaning all successful, cancelled and rejected transactions should be accounted for	Mandatory				
JTMAS-490-011	The system shall have the facility to store and retrieve Audit Trail data of all user activities	Mandatory				
4.10 Legal Requirements						
JTMAS-410-001	The procurement process must comply with R.A. 9184 entitled "The Government Procurement Reform Act"	Mandatory				