



SERVING
THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 4
For LBP-HOBAC-ITB-CS-20230213-01

PROJECT : **LANDBANK Enterprise Procurement Management System
with Five (5) Years Maintenance Services and Cloud Hosting**

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **May 29, 2023**

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

Modifications, amendments and/or clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Business Requirements Log (Annexes D-1 to D-51) has been revised. Please see attached revised Annexes D-1 & D-51.
- 3) The submission and opening of bids is re-scheduled on **June 9, 2023** at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat Unit

ENTERPRISE RESOURCE MANAGEMENT SYSTEM

Business Requirements Log

Document Information

This section of the document records various versions or releases of this document.

Location

Revision History

Version	Date	Summary of Change(s)	Author(s)
1.0	October 7, 2022	Final	MARY ANN T. AMPER VASHTI VELASCO-MABAGOS SUBJECT MATTER EXPERTS

Recommendations for Approval

This document has been recommended for approval by:

Name	Position/Title	Approval Date	Signature
VP Alwin I. Reyes	Business Team Lead	11Nov2022	
Ria Ann T. Ballesteros	Technical Team Lead		
Kristi Ann P. Rutab	Change Management Team Lead		
Ronaldo E. Buenaventura	Project Manager	11/10/2022	
Lolita A. Sumaylo	TMG – IT Security Office (ITSO)		
Dana Rose R. Quinio	ISTRMD / SME	11/10/2022	

Approvals

This document has been approved by:

Name	Position/Title	Section	Approval Date	Signature
EVP Alex A. Lorayes	Project Sponsor	All Sections	Nov. 14, 2022	

Distribution

This document has been distributed to:

Name	Position/Title
EVP Alex A. Lorayes	Project Sponsor
Project Control Book	
Project Team Room	
IT Project Management Department (ITPMD)	

ENTERPRISE RESOURCE MANAGEMENT SYSTEM


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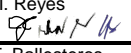


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
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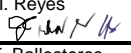


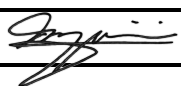
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Lolita A. Sumaylo <i>y</i>	TMG – IT Security Office (ITSO)	11.10.2022	<i>LolitaSumaylo</i>
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1. Background

1. Flexa Procurement Management System (Flexa) was acquired last December 2017 to be used primarily in recording and monitoring procurement requisitions, tendering activities (bidding), awarding of procurement contracts, and deliveries and invoices of suppliers.
2. Flexa is available via LAN at Head Office. ProcD has full access to the system (with 23 enrolled users) while other Head Office units have only viewing access (with 17 enrolled users from PMED, OGH-TMG, PCAS, OGH-SKMG, COSD, EDMD, FDRD, IBD, LID, RBSD, QIMD)
3. Flexa has limited functionalities. It is not capable of generating the required procurement reports by GPPB, PS-DBM, GCG and other regulatory bodies (e.g. Performance-Based Bonus entitlement reports such as Project Procurement Management Plan, Annual Procurement Plan, Procurement Monitoring Report and Agency Procurement Compliance and Performance Indicator Self-Assessment Form), among others.

Definition of Terms

Glossary of Acronyms

Acronym	Meaning
AAD	Administrative Accounting Department
ABC	Approved Budget for the Contract
AMP	Alternative Mode of Procurement
APCPI	Agency Procurement Compliance and Performance Indicator
APO	APO Production Unit, Inc.
APP	Annual Procurement Plan
ASWS	Authority Slip for Withdrawing Supplies
BAC	Bids and Awards Committee
BRSTN	Bank Routing Symbol Transit Number
BTRems	BIR Transaction Remittance System
CAF	Certificate of Availability of Funds
CBA	Cost Benefit Analysis
DBM-PS	Department of Budget and Management- Procurement Service
FA	Fixed Asset
FAQ	Frequently Asked Question
FIFO	First In, First Out
GPPB	Government Procurement Policy Board
HoPE	Head of the Procuring Entity
IIRUP	Inspection and Inventory Report of Unserviceable Property
IR	Inspection Report
ITB	Invitation to Bid
MOA	Memorandum of Agreement
NOA	Notice of Award
NPO	National Printing Office
NTP	Notice to Proceed
OD	Officer of the day
PAP	Program/Activities/Projects
PIN	Project Identification Number
PhilGEPS	Philippine Government Electronic Procurement System
PMED	Project Management and Engineering Department
PO	Purchase Order
PPMP	Project Procurement Management Plan
PRF	Procurement Request Form
ProcD	Procurement Department
RAF	Requisition of Accountable Forms
RBAC	Regional Bids and Awards Committee
REF	Requisitions Evaluation Form
RFQ	Request for Quotation
RFx	Request for x
RPEF	Requisition Preliminary Evaluation Form
TAT	Turnaround time
TOR	Terms of Reference
VAT	Value Added Tax

Glossary of Terms

Term	Description
Accountable Forms	forms that are individually identified, accounted for, and afforded appropriate security
Amendatory PPMP/APP	document reflecting proposed changes (e.g. inclusion of items, change in the mode of procurement, increase in the PPMP/APP) as the need arises

Approved Budget for the Contract (ABC)	budget duly approved by the HoPE, as the corporate budget for the contract based on the APP; for Foreign-funded Procurement, the ABC refers to the cost estimate prepared by the Bank and approved by the foreign government/foreign or international financing institution as specified in the Treaty or International or Executive Agreement
Annual Procurement Plan	Document that consolidates the various PPMPs submitted by the various PMOs and end-user units within the Procuring Entity. It reflects the entirety of the procurement activities that will be undertaken by the Procuring Entity within the calendar year. The APP comprises the consolidated Project Procurement Management Plan (PPMP).
Award Documents	Set/combination of documents prepared and entered into by authorized signatories of the Bank and the winning vendor/supplier signifying their meeting of minds (e.g. Notice of Award, Notice to Proceed, Purchase Order, Contract)
Bid Security	guaranty, in the form and amount prescribed, that the successful bidder shall, within 10 CDs from receipt of NOA, enter into contract with the Bank and furnish the PS
Bidding Documents	documents issued by the Bank as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Civil Works and/or Consulting Services required by the Bank
Business Parameters	Business structures, definition of instruments, definition of accounting, posting rules and controls (i.e., transactions that require business approvals). Set the properties for business-related system controls
Bulk Purchase Order	Type of contractual agreement wherein the validity of the engagement is dependent on the complete delivery or exhaustion of the set quantity
Call-off	specific procurement request or order exercising the option and requiring a supplier or service provider to deliver the goods or render the services agreed upon under the terms of the Framework Agreement
Disbursement Order	A document used to record the details of the disbursement upon actual delivery of goods and services from the supplier
External Users	individuals not employed by the organization that are registered end users of the applications
Fill rate	rates that can be derived from the following: a) Order Fill Rate- percentage of orders fulfilled over the number of orders received b) Line Fill Rate- percentage of lines fulfilled over the number of lines c) Volume Fill Rate- percentage of quantity served over the quantity received
Final Evaluation	Stage of evaluation that is conducted by the processor ensuring that all the documentary requirements are in order prior to the preparation of the tendering documents
Framework Agreement	written agreement between the Bank and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-Offs", are made for the duration of the agreement
Head of the Procuring Entity (HoPE)	the Board of Directors of the Bank or its duly authorized official such as the President and CEO for Units found in the Head Office and National Capital Region, and Group Heads for Provincial Units
Implementing Unit	Department/unit that owns and is accountable for the implementation and management of the contract
Internal Users	individuals employed by the organization that are registered end users of the applications
Multi-year Contracts	contractual obligation entered into by the Bank for a period of more than one (1) year, provided, with authority to enter into such by the HoPE
Petty Cash Voucher	document that is prepared for the purchases made using the unit's Petty Cash Fund (PCF) which is a small reserve of cash kept on-site for incidental cash needs of a Bank unit which is replenished from time to time
Payment Acceptance Order	document issued to bidder that will be presented to the teller in paying for the non-refundable bidding fee/performance security

Performance Security	a security to guarantee the faithful performance by the winning bidder of its obligations under the contract prepared in accordance with the bidding documents
Preliminary processing	steps or procedures performed by the requisitioning unit prior to the procurement activity
Preliminary quotations	quotations or proposals gathered from the prospective suppliers or vendors that will serve as basis for the requisitioning units or processors to set the ABC
Project Procurement Management Plan	is a document that contains items or projects that are planned by the requisitioning unit to be procured within the year which may be categorized into either goods and services, infrastructure or consulting services
Procurement Monitoring Report	Semestral report on procurement activities specified in the APP, whether ongoing and completed; the PMR shall cover major activities from the holding of the pre-procurement conference to the issuance of NOA, the approval of the contract, delivery/completion, and acceptance/turnover, including the standard and actual time for each major procurement activity
Procurement Opportunities	requisitions as defined in the tendering documents that are published and made available to prospective vendors/suppliers
Procurement Request Form	document prepared by the requisitioning unit documenting the items/services they are requesting for procurement indicating the item description, quantity, unit of measure and budgetary estimate
Request for Information	request initiated by the requisitioning unit/s to prospective vendors/suppliers of the project/item intended to be procured. The information that will be gathered will serve as guide for the requisitioning unit/s to set/accomplish the ABC, Terms of Reference, Cost Benefit Analysis, among others
Request for Proposal	request initiated by the processors to prospective vendors/suppliers that could meet the requirements set. This is applicable to particular methods of procurement (e.g. Direct Contracting, Agency-to-Agency)
Request for Quotation	request initiated by the processors to prospective vendors/suppliers that could meet the requirements set. This is applicable to particular methods of procurement (e.g. Small Value Procurement, Shopping)
Requirements Evaluation Form	set of checklist used by the processor during the final evaluation
Requisition Preliminary Evaluation Form	set of checklist used by the processor during the preliminary evaluation
Requisitioning Unit	department/unit/branch of the Bank that has the initiated the requisition having the need/requirement for the goods/services being requested for their operational requirements
Related party transactions	projects/transactions that are entered into by the Bank with agencies/corporations/individuals with material or non-material exposure as defined under the Related Party Guidelines
Request for x	Encompasses the entire formal request process and can include any of the following: Request for Information, Request for Proposal, Request for Quotation
Return	act of returning the document/s to the originating processor for revision/correction/appropriate action
Ready for use	This is the date when the status of the asset is changed from stand by to in use
Standard Specifications	document containing the requirements for the particular item/s being requested (e.g. dimensions, quantity, features)
Subsidiary	operates as a separate and distinct entity from its parent company. The subsidiaries of LANDBANK are LCDFI, LLFC, LBRDC, LIBI, OFBank, ULFC, UCPB
Supplemental APP	document reflecting the changes made in the APP for the 1st Semester of the year to be submitted to GPPB
Tendering Documents	documents prepared and issued by the Bank to prospective bidders/suppliers containing all material information regarding the item/project for procurement which will be used as template/basis by the prospective bidder/supplier in preparing their bid/quotation
Tendering Process	procurement process that commences from the posting of opportunity upto award of the contract
Transaction Limits	set parameters for a particular transaction
Updated APP	document reflecting the changes made in the APP for the year to be submitted to GPPB
Warranty Security	guaranty that the supplier/contractor shall perform his responsibilities over manufacturing or construction defects/failure

**2.0 Functional Requirements****Detailed Functionalities**

This section provides the details of both the functional and nonfunctional requirements of the system. Functional requirements define the internal workings of the system, i.e., the calculations, technical details, data manipulation and processing, etc. They are supported by nonfunctional requirements, such as performance requirements, security, quality standards, design constraints, etc., which impose constraints on the design or implementation.

MANDATORY (M) An absolutely essential feature; project will be cancelled if it is not included.

RECOMMENDED (R) Individual features are not essential but together they affect the viability of the project.

User Story ID	Theme	As a	I want to	So that	Priority	Acceptance Criteria	Sprint/ Release	Status	Owner	Notes
GENERAL										
EPMS-001	General	User	Maintain (add, edit and delete) the hierarchy of approving authorities. Example: Tendering Process (50k and below) Processor-Checker Tendering Process (more than 50k) Processor-Checker-Approver Business Rule: Signatories will automatically be reflected based on the amount, mode of procurement, etc., per latest Codified Approving and Signing Authorities.	I can manage the level of approval based on the amount and mode of procurement being processed and comply with the regulatory requirement	Recommended				Kristi Ann Rutab-ProcD	
EPMS-002	General	User	Maintain (add, edit, and delete) approving authorities for submitted request and document that need approval Example: Tendering Process (50k and below) Processor-Checker Tendering Process (more than 50k) Processor-Checker-Approver	control is maintained for the transaction/request being processed	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-003	General	User	Have a Maker-Authorizer function Business Rules: The Maker initiates transactions which are all subject to the assigned authorizer's approval. The Authorizer approves all pending maker-initiated requests.	control is maintained for the transaction/request being processed	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-004	General	Requisitioning Units/Checker/Approver	Cancel a specific transaction request or the entire transaction Example: Approved PRF, tendering documents, award documents Business Rule: 1. Cancelled document for processing should be automatically removed from the queue	I cannot see the same from the queue of pending requisitions and to make the necessary changes	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-005	General	User	Have a dashboard facility to view the details for the following modules: 1. Procurement Planning Example: a. Department with submitted PPMP b. Department without submitted PPMP	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-006	General	User	2. Requisitioning (including certification of funds availability) Example: a. Pre-procurement conferences for the week b. Requisitioning unit who will attend the pre-procurement	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-007	General	User	3. Tendering Example: a. Summary of transactions (quantity and amount) of a particular team, Department or unit during a given period (e.g. PRFs evaluate for the day, PRFs endorsed for the day, PRFs returned) b. PRFs Received vs PRFs Processed c. Contracts Awarded vs Contracts Issued d. List of Failed Bidding for re-bid	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-008	General	User	4. Contracting Example: a. Project for Issuance of NOA b. Project for Issuance of PQ/Contract c. Project for Issuance of NTP d. Projects for Submission of Performance Security e. Project for Issuance of Advice from Implementing Units	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-009	General	User	5. Delivery and Payment Example: a. Invoices Received vs Invoices Processed b. Unpaid Disbursement Orders c. Deliveries Due vs Deliveries Made d. List of Cash Bid Security for Refund e. List of Retention Fee for Refund f. List of Cash Performance Security for Refund	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Joel Perez-ProcD Rommel Pascua-ProcD	
EPMS-010	General	User	6. Inventory Management Example: a. Line fill rate b. Order fill rate c. Volume fill rate d. Pending supplies requisitions	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Don Cariaga-ProcD Kristi Ann Rutab-ProcD	
EPMS-011	General	User	7. Contract Management Example: a. Contracts Maturing During the Next Six Months b. List of Expiring Performance Security c. List of Expiring Warranty Security	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Kristi Ann Rutab-ProcD	

EPMS-012	General	User	8. Asset Management Example: a. Expiring insurance policies of assets b. Assets with real estate tax due c. Assets with no Memorandum Receipt	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Edilyn Real-FMD Rowena Arevalo-AAD Kristi Ann Rutab-ProcD	
EPMS-013	General	User	9. Performance Assessment Example: a. APCPI Rating	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-014	General	User	10. Supplier Portal Example: a. Open procurement opportunities b. Awarded Contracts	I can monitor the status of important activities/transactions requiring urgent actions	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-015	General	User	Have a status and remarks section/field per module, as applicable Example: Status of Requests created and remarks for requests to be returned	I can view/indicate notes, comments and additional details needed for compliance	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-016	General	User	Have a search facility for all modules based on the defined search criteria (e.g., PRF No., PO. No., PIN, Fixed Asset Status (e.g., standby, in use), cancelled, settled and pending procurement requests, supplier line of business and location))	I can easily navigate searches and retrieve records historically	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Remedios Lacadem- HOBAC Secretariat Unit Edilyn Real-FMD Jojo Consignado-AAD Rocky Gumiran-AAD Rowena Arevalo-AAD	
EPMS-017	General	User	Filter/sort and display the details for all the modules Example: Contract Management- Status (Active or Closed) PRF- PRF Type (New/Renew/Extension)	I can easily filter and display the records as needed	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Remedios Lacadem- HOBAC Secretariat Unit Edilyn Real-FMD Jojo Consignado-AAD Rocky Gumiran-AAD Rowena Arevalo-AAD	
EPMS-018	General	User	Upload documents/forms, download documents/forms and delete attachments at any given stage/process Example: 1. PRF (e.g., detailed specifications, board approval) 2. CBA 3. TOR 4. NOA 5. PO 6. NTP 7. Appraisal Report 8. Real Estate Tax Receipt 9. Inspection Report 10. PPMP Supporting Documents 11. RAF Attachments (e.g., Certificate of Reg, Sworn Statement, Previous authority to Print, Last series of the OR, Authority to print) 12. Determination of Reasonableness of Contract Price 13. Matrix 14. Omnibus Sworn Statement 15. Bill of Quantities 16. Executive Summary	I can upload and retrieve the documents for reference and delete the uploaded documents as applicable and for the forms to serve as repository of procurement forms that users may download	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Remedios Lacadem- HOBAC Secretariat Unit Edilyn Real-FMD Jojo Consignado-AAD Rocky Gumiran-AAD Rowena Arevalo-AAD	
EPMS-019	General	User	Print documents uploaded in the system	I can use it as reference and provide the documents to requesting units	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-020	General	User	Recall transactions prior to approval, as applicable	I can update transactions as required	Recommended				Kristi Ann Rutab-ProcD	
EPMS-021	General	User	Have an option to attach signature (e.g., electronic) to the documents for approval	I can comply with regulatory requirements (e.g. COA requirement on signing of documents)	Mandatory				Kristi Ann Rutab-ProcD	
SET-UP AND PARAMETERS										
EPMS-022	Parameters	User	Maintain (add, edit, delete) the business parameters Business Rule: Maker-authorizer function is not required Example: Fixed Asset: a. Employee name b. FA class c. FA Sub-class	I can create, update, delete as inactive the necessary parameters whenever necessary.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-023	Set-up	Application Administrator	Maintain (add, edit, delete) the items to be procured (e.g., DBM-PS, Non-DBMPS) Example: 1. Item Code 2. Product Category 3. Account Code 4. Description	I can readily select the item to be procured	Mandatory				Kristi Ann Rutab-ProcD	

EPMS-024	Set-up	Application Administrator	Maintain (add, edit, delete) the type/nature of procurement per mode of procurement Example: Mode of Procurement: Public Bidding/Competitive Bidding Type/Nature of Procurement: 1. Goods 2. Civil Works 3. Consulting Services	I can add, edit or delete the applicable nature of procurement per mode of procurement	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-025	Set-up	Application Administrator	Maintain (add, edit, delete) and view supplier profiles Example: a. Supplier Name b. Contact Info (e.g., email add, address, telephone number) c. Product Lines d. Account Name/Account Number e. TIN, as applicable f. Authorized Representative Business Rules: Supplier ID No. will be system generated Validation of duplicate supplier profile will be the TIN of the supplier Example: ABC Corporation-001	I can add, edit or delete the supplier information as needed	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-026	Set-up	Application Administrator	Maintain (add, edit, delete) and view the user profiles Example: a. Name b. Department c. E-signature d. Responsibility Code e. Designation (e.g., PSO) f. Group g. Sector h. Parent/Subsidiary (e.g., UCPB, LBRDC, LIBI, Landbank Leasing Services Inc., OFB) Business Rule: Transactions per Subsidiary and Parent should be accounted separately.	I can add, edit or delete the user information as needed	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-027	Set-up	Application Administrator	Maintain (add, edit, delete) the profile for Bids and Awards Committee (e.g., HO/Regional) and corresponding members Example: 1. Role-Chairman 2. RBAC-1 3. RBAC-2	I can readily select HOBAC role as needed and segregate transactions per RBAC	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-028	Set-up	Application Administrator	Maintain (add, edit, delete) the exchange rates for foreign transactions	I can add, edit and update applicable rates	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-029	Set-up	Application Administrator	Maintain (add, edit, delete) turn-around time per transaction (Please see Annex 1-Turn-around time)	I can account for the duration of each transaction	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-030	Set-up	Application Administrator	Maintain (add, edit, delete) prescribed period per procurement activity Business Rule: Based on the prescribe period per RA 9184	I can account for the duration of each activity	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-031	Set-up	Application Administrator	Maintain (create,update, delete) schedule of submission of documents per stage Example: 1. PPMP 2. APP 3. Real Estate Tax Receipt 4. Expiry of insurance policies	I will be reminded on the timely submission of reports	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-032	Set-up	Application Administrator	Maintain (add, edit, delete) the procurement templates Example: 1. PPMP 2. APP 3. Tendering Documents 4. Notice of Award (NOA) 5. Notice to proceed (NTP) 6. Delivery Receiving report	I can comply with the required format/template	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-033	Set-up	Application Administrator	Maintain (add, edit, delete) FAQs	I can be guided on information on frequently asked questions or concerns	Recommended				Kristi Ann Rutab-ProcD	
EPMS-034	Set-up	Application Administrator	Maintain (add, edit, delete) bidding fee rates	I can update the bidding fee rates if there are changes	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-035	Set-up	Application Administrator	Maintain (add, edit, delete) performance security rates	I can update the performance security rates if there are changes	Mandatory				Kristi Ann Rutab-ProcD Leonor Santor-ProcD	
EPMS-036	Set-up	Application Administrator	Maintain (add, edit, delete) bid security rates	I can update the bid security rates if there are changes	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	

EPMS-037	Set-up	Application Administrator	Maintain (add, edit, delete) performance rating scale	I can update the rating scale used as basis in evaluating the performance of a particular Team	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-038	Set-up	Application Administrator	Maintain (add, edit, delete) point system for transactions Example: Public bidding=5 points Shopping=1 point	I can update the assigned points per transaction	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-039	Set-up	Application Administrator	Maintain (add, edit, delete) target points of processors Example: Designation (Processor)=2 points	I can update assigned points per position	Mandatory				Kristi Ann Rutab-ProcD	
PLANNING AND BUDGETING										
EPMS-040	PPMP Preparation	User	assign a unique code for all items included in the procurement plan that will be carried out throughout the cycle Example: Classification: Expenses Sub-class: Maintenance and Other Operating Expenses Group: Supplies and Materials Expenses Sub-object: Semi-Expendable Machinery and Equipment Expenses UACS Code: 5020301000 Business Rules: 1. Follow UACS/modernized Philgeps coding convention, as applicable 2. Validation of Fixed Asset will be based on the set threshold	It will be easier to generate reports (business intelligence/analytics), based on the data within the system	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-041	PPMP Preparation	RU-Preparer	View the generated a sequential Project Procurement Management Plan (PPMP) number	the number generated will be used for checking purposes	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-042	PPMP Preparation	RU-Preparer	Create the following Project Procurement Management Plan (PPMP) with details 1. DBM-PS Business Rules: 1. Details of the PPMP is aligned with the required details by DBM and GPPB 2. Petty cash will be tagged under shopping 52.1-A (method of procurement) 3. Preparation of PPMP can be for a department/RBAC/bankwide Example: 1. Department/Unit 2. Region 3. Address 4. Contact Person 5. Monthly quantity requirement 6. Information on whether programs, activities, and projects will be contracted out, consigned, or implemented by administration 7. Extent/size of contract scopes/packages 8. Method of procurement (e.g. shopping, competitive bidding and alternative bidding) 9. Time schedule for each procurement activity for the contract implementation 10. Estimated budget for the general components of the contracts or ABC 11. Inflation rate, as applicable	I can make a budget proposal for the department	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-043	PPMP Preparation	RU-Preparer	2. Non DBM-PS	I can make a budget proposal for the department	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-044	PPMP Preparation	RU-Preparer	Submit the PPMP created or updated	it will be consolidated into an APP	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-	
EPMS-045	PPMP Preparation	RU-Checker/Approver	View the submitted PPMP for review	I can take the necessary action required	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-046	PPMP Preparation	RU-Checker/Approver	Approve and return the submitted PPMP	control is maintained for the transaction/request being processed and do the necessary action to approve and return the PPMP	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-047	APPMP and AAPP	RU-Preparer/BAC Secretariat	Update/revise the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Business Rule: Updated PPMP and APP shall also undergo maker and checker review and approval	it will be aligned with the corporate budget	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-048	APPMP and AAPP	RU-Preparer/BAC Secretariat	View the generated new sequential number based on the original for the updated PPMP and APP	I will be able to track the changes based on the new unique number for the updated PPMP and APP	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	

EPMS-049	APPMP and AAPP	RU-Preparer/BAC Secretariat	Create amendatory PPMP and APP reflecting the changes from the original PPMP and APP Example: 1. Quantity 2. Project 3. Budget	I will be able to make changes to the individual PPMPs and the consolidated APP.	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-050	APP Preparation	BAC Secretariat	Create supplemental APP	I can consolidate the amendatory APPs and comply with the reportorial requirements	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-051	PPMP Preparation	RU-Preparer	View the calculated total quantity of PPMP items for the year	I can view the total quantity of the PPMP for the year	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-052	PPMP Preparation	RU-Preparer	View the calculated total amount of PPMP items for the year	I can view the total amount of the PPMP for the year	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-053	PPMP Preparation	RU-Preparer	Classify requisitions belonging to the same category Example: Laptop- standard	I can consolidate and procure them simultaneously.	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-054	PPMP Preparation	RU-Checker/Approver	Add remarks on the PPMP submitted and returned	Additional details needed will be included/provided	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-055	PPMP Preparation	RU-Preparer	View the remarks on the returned PPMP	I will be able to check the reason behind the returned PPMP from the approver.	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-056	PPMP Preparation	BAC Secretariat	View the list of departments with submitted PPMP Example: PPMP No. Date Submitted Group Department Amount	I will be able to check the details of the PPMP submitted by each department	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-057	PPMP Preparation	BAC Secretariat	View the list of departments without submitted PPMP	I will be able to follow up the concerned units on the submission of PPMP	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-058	PPMP Preparation	RU-Preparer	View the PPMP details Example: 1. Stage 2. Approved by 3. Status 4. Remarks 5. Process Date	so that I can check the progress of the PPMP	Recommended				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-059	PPMP Preparation	RU-Preparer	Have a catalogue where I can list all items and its corresponding unit prices	I can easily select the items from the catalogue	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD	
EPMS-060	PPMP Preparation	RU-Preparer	Have a catalogue wherein I can choose/select items I want to include in the PPMP or procure	It will be easier to consolidate (uniform item name and description)	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-061	PPMP Preparation	RU-Preparer	View the default unit price of the item/s I want to purchase	I can see the previous amount for each item	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-062	PPMP Preparation	RU-Preparer	View computation/adjustment of budget Example: a. PSDBM b. Non-PSDBM c. PAP Total d. Total Amount e. Grand Total	Total amount is automatically computed	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-063	PPMP Preparation	RU-Preparer	Plot multi-year contracts Busines Rule: Total Contract Price will only be reflected in the initial PPMP when the item is to be procured	I can set the budget for the project	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit Leonor Santos-ProcD	
EPMS-064	PPMP Preparation	RU-Checker/Approver	Maintain (add, edit, delete) transaction limits Example: 1. unit PPMP 2. Bankwide APP	I can ensure that transactions inputted will not exceed the set limit	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit Leonor Santos-ProcD	
EPMS-065	APP Preparation	BAC Secretariat	Consolidate all PPMPs into bankwide APP	I can generate the APP and submit it to GPPB	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-066	PPMP/APP Preparation	ProcD	Update the APP details Example: 1. Mode of Procurement 2. Source of Budget	It will be aligned with the corporate budget	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-067	PPMP/APP Preparation	Requisitioning Units/ProcD/BAC Secretariat	View the adjusted PPMP and APP	I am guided in the preparation of PRF and processing of requisitions	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	

EPMS-068	PPMP/APP Preparation	Requisitioning Units/ProcD/BAC Secretariat	View utilization of budget and restoration of unused budget in the PPMP/APP	I can check and track the level of utilization and realign/restore the unused budget accordingly	Recommended				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit Rocky Gumiran-AAD	
EPMS-069	PPMP/APP Preparation	AAD/AC	Maintain (add, edit and delete) the approved corporate budget per unit Example: Approved Budget per Unit Department Group Sector	I can cascade the budget of to the concerned unit/department/group	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit Rocky Gumiran-AAD	
EPMS-070	PPMP/APP Preparation	Requisitioning Units	View the approved corporate budget per unit and the total budget per group, sector and bankwide	I can easily monitor the approved budget per unit, group, sector and bankwide	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit Rocky Gumiran-AAD	
Requisitioning (including certification of funds availability)										
EPMS-071	Requisition Request - Specifications	User	Upload the standard specifications and templates for items to be procured Business Rule: Only unit/department with expertise shall be allowed to upload	Requisitioning unit can readily download and use the specs uploaded in the system	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-072	Requisition Request - Specifications	User	Link the item to its standard specification Example: Ballpen-Specification sheet of ballpen	I can download/print the specification sheet during preparation of PRF and tendering document	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-073	Requisition Request - PRF	RU Preparer	Create and edit requisitions for goods and services, consulting services and civil works via Procurement Request Form (PRF) with details via Procurement Request Form (PRF) with details goods and services, consulting services and civil works Business Rules: 1. The system shall not allow submission of request purchase that is beyond the approved PPMP/APP. PRF beyond the approved PPMP/APP shall be parked and will only be processed upon preparation and approval of the amendatory PPMP/APP. 2. Creation of the PRF shall not push through if not all mandatory fields are filled-in. 3. For fixed asset for repair, the Property Number will be encoded by the user. 4. Validation of FA for repair/improvement will be based on the set threshold (e.g., 5%) Example: Outsourcing / Not Outsourcing With/Without Favorable Endorsement With/Without Asset Entitlement - <i>refer to EO No. 89 s. 2016</i> Purchasing Type Requesting Department PPMP Number PR Classification Prepared by Date Prepared PO / APR Reference Mode of Procurement Nature of procurement Remarks Justification Contract Amount Repair (e.g. Y/N), as applicable PRF Type (e.g., New/Renewal/Extension)	I can handle requisition of supplies, goods, and consulting services.	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-074	Requisition Request - PRF	RU Preparer	View converted foreign currency denominated PRF to the local currency	the monetary amount of the bids will be the local currency	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-075	Requisition Request - PRF	RU Processor	View all the PRFs which passed the preliminary processing and for final evaluation (FIFO) via dashboard	I can check the corresponding stage of requisition	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-076	PRF Preparation	RU Preparer/Checker/Approver	View the generated sequential control number upon creation of the PRF	I can track and search the status of the PRF	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-077	Requisition Request - PRF Preparation	RU Checker/ Approver	View the submitted PRF and its attachments	I can review the PRF	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-078	Requisition Request - PRF Preparation	RU Checker/ Approver	Indicate comments on the submitted PRF and its attachments	I can recommend changes in the PRF and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-079	Requisition Request - PRF Preparation	RU Preparer	View the comments on the returned PRF and its attachments	I can revise the PRF and its attachments, if necessary	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-080	Requisition Request - PRF Preparation	RU Checker/Approver	Approve and return the submitted PRF	I can authorize the processing of the PRF and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-081	Requisition Request - PRF Preparation	RU Preparer	Be notified and view the approved PRF and its attachment	I can print and secure wet ink approval and forward the digital copy and wet ink to AAD for funding	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-082	Requisition Request - PRF Preparation	RU Preparer	Submit the approved PRF and its attachments	I can request for funding on the PRF to AAD	Mandatory				Kristi Ann Rutab-ProcD Rocky Gumiran-AAD	

EPMS-083	Requisition Request - PRF Preparation	RU Preparer	Generate, download and print the PRF	I can route the original copy of the prepared and approved PRF and its attachments and comply with COA regulations	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-084	Requisition Request - PRF Preparation	RU Preparer	Be notified (e.g., push notification) when the total amount already exceeds the budget set for the year for a particular item. Business Rules: 1. PRF beyond the approved PPMP/APP shall be parked and will only be processed upon preparation and approval of the amendatory PPMP/APP.	I can do budget re-allocation/transfer if needed	Recommended				Kristi Ann Rutab-ProcD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-085	Requisition Request - PRF Preparation	RU Preparer/ Checker/ Approver	View all requisition requests and its corresponding status	I can easily process/approve all pending items without accessing different screens/modules	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-086	PRF Preparation	RU Preparer/ Checker/ Approver	View the remaining budget	I can track and monitor the remaining budget	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-087	PRF Preparation	ProcD/RBAC Preparer	Consolidate procurement requests per item category (e.g. office supplies)	I can procure the consolidated PRs one-time	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-088	Certification of Funds	AAD/AC	Be notified of PRFs requiring funding	I can certify availability of funds	Recommended				Kristi Ann Rutab-ProcD Rocky Gumiran-AAD	
EPMS-089	Certification of Funds	AAD/AC	Certify availability of funds in the PRF by inputting the necessary details Example: a. Budget Year (auto populate) b. Account (auto populate) (e.g., Office equipment, fixed asset, semi-rependable) c. Amount d. Chargeable Unit/Department e. Certified By f. Date Certified Business Rules: 1. CAF for Lease of Real Property is for the whole amount on the year 1. 2. CAF will only be required for the initial PRF, succeeding CAF will be done outside the system 3. CAF shall cover PRF for refunding/additive cost	I can allocate funds for the project	Mandatory				Rocky Gumiran-AAD	
EPMS-090	Certification of Funds	Requisitioning Unit/AAD/AC	Be notified of an endorsed PRF for funding	Endorse PRF with funding to concerned unit	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-091	Certification of Funds	Requisitioning Unit/AAD/AC/BAC Secretariat	Be notified of an endorsed PRF for cancellation	Endorse cancelled PRF to concerned unit	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Rocky Gumiran-AAD Remedios Lacadem- HOBAC Secretariat Unit	
EPMS-092	Requisition Request - ASWS	Requisitioning Unit	Create and update orders for the requisition of the following via Authority Slip for Withdrawing Supplies (ASWS) based on the chosen items to be withdrawn: 1. Supplies (stock items) Example: - Control No. (system generated) - Date Prepared (system generated) - Mode of Request - Requisitioning Unit (auto populate) - Unit of Measure (e.g. ream, bottle, etc.) - Quantity - Item Code - Item Description - Unit Cost (based on available stock) Business Rules: 1. Inventory is based on FIFO based on the approved PPMP/APP. 2.The system will not allow withdrawal of stock items if it exceeds the quantity encoded in the PPMP/APP. Primary consideration is the cost then quantity of the item. 3. Total cost will be computed automatically	I can cater for the request for withdrawal and adjustment of withdrawal of stock items	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD	

EPMS-093	Requisition Request - ASWS	Requisitioning Unit	2. Other Accountable Forms Example: a. Passbook - Control No. (system generated) - Date Prepared (system generated) - Mode of Request - Requisitioning Unit (auto populate) - Unit of Measure (e.g. ream, bottle, etc.) - Quantity - Item Code - Item Description - Unit Cost (based on available stock)	I can cater for the request for withdrawal and adjustment of withdrawal of other accountable forms	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD Cathrina Marie Garcia-ProcD	
EPMS-094	Requisition Request - ASWS Preparation	Requisitioning Unit	View the list of stock items Example: Quantity Cost	I can select from the list of available items	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD	
EPMS-095	Requisition Request - ASWS Preparation	RU Preparer	Generate and print the ASWS Business Rule: Details will be based on the details inputted in the ASWS facility	I can submit the ASWS to SMT for validation and funding	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD	
EPMS-096	Requisition Request - ASWS Preparation	RU Preparer/Checker/ Approver	View the generated sequential control number upon creation of the ASWS	I can track and search status of ASWS	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD	
EPMS-097	Requisition Request - ASWS Preparation	RU Approver	Approve and return with remarks the submitted ASWS	I can authorize the withdrawal of items and request for the required details for compliance	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD	
EPMS-098	Requisition-RAF	RU Preparer	Create and update orders for Requisition of Accountable Forms (RAF) 1. Checks a. Gift Check/Corporate Check Printing System Check Example: -Quantity -Unit of Measure -Account Name -Account Number -Branch name -BRSTN Business Rule: Shall allow the user to attach logo during creation, as applicable	I can request the type of check as needed	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD	
EPMS-099	Requisition-RAF	RU Preparer	2. Official Receipts Example: - Quantity - Branch Name - Branch Address - TIN - Last Series O.R. Business Rule: Tagging of requesting branch will be done in the system	I can request for the OR	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD Cathrina Marie Garcia-ProcD	
EPMS-100	Requisition-RAF Preparation	RU Preparer	Generate Requisition of Accountable Forms (RAF) Business Rule: RAF will be based on details inputted in the system	I can submit RAF to SMT	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD Cathrina Marie Garcia-ProcD	
EPMS-101	Requisition-RAF Preparation	RU Preparer/Checker/ Approver	View the generated sequential number upon creation of the Requisition of Accountable Forms	I can track and search RAF status	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD Cathrina Marie Garcia-ProcD	
EPMS-102	Requisition-RAF Evaluation	Requisitioning Unit/ProcD Supplies Management Team	View and print the details of consolidated check requests from field units per type and name of Recognized Government Printer Example: Account Number BRSTN Account Name Quantity Check Type NPO Business Rule: Details shall be based on the hand-off files from CKRQ and RQAF and details inputted in the system.	I can readily view the consolidated check requests made for the day	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD Cathrina Marie Garcia-ProcD	
EPMS-103	Requisition-RAF Evaluation	ProcD Supplies Management Team	Send the consolidated check requests report thru email to NPO/APO/conduit	I can notify them of the printing of order request	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD Cathrina Marie Garcia-ProcD	
Tendering										

EPMS-104	Evaluation Process	Processor-SST Preparer	Maintain (add, update, delete) the following checklists to be used to evaluate the requisition based on the mode of procurement (Please see Annex 2- Requisition Preliminary Evaluation Form (RPEF) and Annex 3- Requisitions Evaluation Form (REF) checklist) Business Rule: Checklists vary depending on the mode of procurement 1. RPEF - initial i. Agency to Agency	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-105	Evaluation Process	Processor-SST Preparer	ii. Adjacent or Contiguous	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-106	Evaluation Process	Processor-SST Preparer	iii. Call-off or Job Order	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-107	Evaluation Process	Processor-SST Preparer	iv. Consulting Service- Competitive Bidding/Limited Source Bidding	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-108	Evaluation Process	Processor-SST Preparer	v. Civil Works- Competitive Bidding	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-109	Evaluation Process	Processor-SST Preparer	vi. Direct Contracting	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-110	Evaluation Process	Processor-SST Preparer	vii. Direct Retail POL Products and Airline Tickets	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-111	Evaluation Process	Processor-SST Preparer	xiii. Emergency Cases	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-112	Evaluation Process	Processor-SST Preparer	ix. Goods & Services- Competitive Bidding/Framework Agreement/Limited Source Bidding)	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-113	Evaluation Process	Processor-SST Preparer	x. Highly Technical Consultant	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-114	Evaluation Process	Processor-SST Preparer	xi. Lease of Real Property and Venue	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-115	Evaluation Process	Processor-SST Preparer	xii. Repeat Order	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-116	Evaluation Process	Processor-SST Preparer	xiii. Shopping, Unforeseen Contingency	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-117	Evaluation Process	Processor-SST Preparer	xiv. Shopping, Commonly-used Supplies and Equipment	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-118	Evaluation Process	Processor-SST Preparer	xv. Small Value Procurement	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-119	Evaluation Process	Processor-SST Preparer	xvi. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-120	Evaluation Process	Processor-SST Preparer	xvii. Two Failed Biddings	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-121	Evaluation Process	Processor-SST Preparer	xviii. Take-over of Contract	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-122	Evaluation Process	Processor-SST Preparer	xix. Water, Electricity, Telecommunications and Internet Service Providers	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-123	Evaluation Process	Processor-SST Preparer	2. REF - final a. Claims Processing Checklist i. Agency to Agency	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-124	Evaluation Process	Processor-SST Preparer	ii. Adjacent or Contiguous	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-125	Evaluation Process	Processor-SST Preparer	iii. Call-off	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-126	Evaluation Process	Processor-SST Preparer	iv. Consulting Services- Competitive Bidding	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-127	Evaluation Process	Processor-SST Preparer	v. Civil Works- Competitive Bidding	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-128	Evaluation Process	Processor-SST Preparer	vi. Direct Contracting	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-129	Evaluation Process	Processor-SST Preparer	vii. Direct Retail POL Products and Airline Tickets	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-130	Evaluation Process	Processor-SST Preparer	viii. Emergency Cases	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-131	Evaluation Process	Processor-SST Preparer	ix. Goods and Services-Competitive Bidding/Framework Agreement/Limited Source Bidding	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-132	Evaluation Process	Processor-SST Preparer	x. Highly Technical Consultant	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-133	Evaluation Process	Processor-SST Preparer	xi. Lease of Real Property and Venue	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-134	Evaluation Process	Processor-SST Preparer	xii. Repeat Order	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-135	Evaluation Process	Processor-SST Preparer	xiii. Shopping, Unforeseen Contingency	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-136	Evaluation Process	Processor-SST Preparer	xiv. Shopping, Commonly-used Supplies and Equipment	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-137	Evaluation Process	Processor-SST Preparer	xv. Small Value Procurement	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-138	Evaluation Process	Processor-SST Preparer	xvi. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-139	Evaluation Process	Processor-SST Preparer	xvii. Two Failed Biddings	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-140	Evaluation Process	Processor-SST Preparer	xviii. Take-over of Contract	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-141	Evaluation Process	Processor-SST Preparer	xix. Water, Electricity, Telecommunications and Internet Service Providers	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-142	Evaluation Process	Processor-SST Preparer	b. Purchasing Processing Checklist i. Agency to Agency	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-143	Evaluation Process	Processor-SST Preparer	ii. Adjacent or Contiguous	I can easily evaluate all the PRFs and its attachments	Mandatory					Kristi Ann Rutab-ProcD Leonor Santos-ProcD	

EPMS-144	Evaluation Process	Processor-SST Preparer	iii. Call-off	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-145	Evaluation Process	Processor-SST Preparer	v. Consulting Services- Competitive Bidding	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-146	Evaluation Process	Processor-SST Preparer	vi. Civil Works- Competitive Bidding	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-147	Evaluation Process	Processor-SST Preparer	vii. Direct Contracting	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-148	Evaluation Process	Processor-SST Preparer	viii. Request for Notation of Services Rendered	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-149	Evaluation Process	Processor-SST Preparer	ix. Direct Retail POL Products and Airline Tickets	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-150	Evaluation Process	Processor-SST Preparer	x. Emergency Cases	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-151	Evaluation Process	Processor-SST Preparer	xi. Goods and Services-Competitive Bidding/Framework Agreement/Limited Source Bidding	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-152	Evaluation Process	Processor-SST Preparer	xii. Highly Technical Consultant	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-153	Evaluation Process	Processor-SST Preparer	xiii. Lease of Real Property and Venue	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-154	Evaluation Process	Processor-SST Preparer	xiv. Repeat Order	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-155	Evaluation Process	Processor-SST Preparer	xv. Shopping, Unforeseen Contingency	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-156	Evaluation Process	Processor-SST Preparer	xvi. Shopping, Commonly-used Supplies and Equipment	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-157	Evaluation Process	Processor-SST Preparer	xvii. Small Value Procurement	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-158	Evaluation Process	Processor-SST Preparer	xviii. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-159	Evaluation Process	Processor-SST Preparer	xix. Two Failed Biddings	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-160	Evaluation Process	Processor-SST Preparer	xx. Take-over of Contract	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-161	Evaluation Process	Processor-SST Preparer	xxi. Water, Electricity, Telecommunications and Internet Service Providers	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-162	Evaluation Process	Processor-SST Preparer	c. Refund i. Refund/Release of Bid	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-163	Evaluation Process	Processor-SST Preparer	ii. Refund/Release of Bid Bond (Disposal)	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-164	Evaluation Process	Processor-SST Preparer	iii. Refund of Bidding Documents Fee	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-165	Evaluation Process	Processor-SST Preparer	iv. Refund/Release of Performance Bond	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-166	Evaluation Process	Processor-SST Preparer	v. Refund of Retention Fee	I can easily evaluate all the PRFs and its attachments	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-167	Evaluation Process	Processor-SST Checker	View, approve and return checklist with remarks	I can revert back to the processor for editing and approve the same upon compliance of the required details for RPEF and REF	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-168	Evaluation Process	Processor-SST Checker	Maintain (add, edit, delete) cut-off schedule for PRF evaluation Example: 8:00AM - 3:00PM	I can have ample time to prepare OD report, and other documents (e.g. memo to requisitioning unit)	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-169	Evaluation Process	Officer of the Day - Preparer	Be notified of the funded PRFs	I can evaluate the completeness of the documents using the checklist (RPEF)	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-170	Evaluation Process	Officer of the Day - Preparer	View and evaluate (e.g., pass/fail) the PRFs and supporting documents received using the RPEF checklist Business Rules: 1. Upon selection of mode of procurement, the corresponding checklist shall be automatically displayed 2. Cut-off for the evaluation of the Officer of the Day shall be defined 3. PRFs which were not evaluated during the day will be evaluated by the next OD for the following day	I can assess whether the request 'Passed' or 'Failed' the evaluation	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-171	Evaluation Process	Officer of the Day - Approver	Be notified for evaluated PRFs	I can approve/comment on the evaluation	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-172	Evaluation Process	Officer of the Day - Approver	Return evaluated PRFs and its attachments to the OD preparer Business Rules: 1. PRF that were not processed due to cut-of will automatically be endorsed/processed the next day 2. Passed PRFs shall be queued 3. Failed PRFs shall be returned to the RU Preparer	I can request the requisitioning unit to comply with the documentary requirement or provide the details needed	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-173	Evaluation Process	ProcD/RBAC Secretariat-Processor	View queuing of PRFs for evaluation Business Rules: 1. Only passed PRFs during initial evaluation (RPEF) will be part of the queue 2. Queuing will be FIFO during final evaluation (REF) 3. Returned PRFs (from REF final evaluation) shall not be part of the queuing but will directly be sent to the processor who evaluated the request.	evaluate the completeness of the documents using the checklist	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-174	Evaluation Process	ProcD/RBAC Secretariat-Processor	Be notified for PRFs with similar item code (code PAP) Business Rule: 1. Processor has the option to process/accept similar items from the queue, within a given day.	I can consolidate like items in the preparation of tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-175	Evaluation Process	ProcD/RBAC Secretariat-Processor	View the PRFs with similar item code (code PAP)	I can check like items in the preparation of tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	

EPMS-176	Evaluation Process	ProcD/RBAC Secretariat-Checker/Approver/	Override the queue and select PRF based on priority Business Rules: 1. Only applicable for PRF for final evaluation. 2. Override PRF will automatically proceed to the preparation of tendering documents	I can manually assign PRF with special handling (e.g. requires urgent processing, processor availability)	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-177	Evaluation Process	ProcD/RBAC Secretariat-Processor	View the funded PRF and attached documentary requirements (e.g., TOR, Bill of Quantities, Technical Specifications, etc.) Business Rules: 1. Once evaluation (REF) is completed, the system shall automatically assign the next PRF to the processor 2. Returned PRF for evaluation shall be part of the queue but will automatically be assigned to the previous processor 3. Prioritize assignment of returned PRF to the previous processor instead of assigning new PRFs for evaluation 4. Processors may not be able to process items that are already assigned to another processor	evaluate the completeness of the documents using the checklist	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-178	Evaluation Process	ProcD/RBAC Checker/Approver	Indicate comments in the documents for review (e.g., TOR, Bill of Quantities, Technical Specifications, etc.)	I will be able to provide the preparer of the comments for compliance	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-179	Evaluation Process	ProcD/ RBAC Secretariat - Processor	View and evaluate (e.g., pass, fail) the PRFs and supporting documents received using the REF checklist Business Rule: Upon selection of the mode of procurement, the corresponding checklist shall be displayed	I can check the required checklist based on the mode of procurement	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-180	PRF - Refunding/ Additive Cost	ProcD/ RBAC Secretariat - Processor	Send recommendation for additional funding	I can inform the requisitioning unit of the result of canvass	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-181	PRF - Refunding/ Additive Cost	RU Preparer/Checker/ Approver	Be notified of the recommendation for additional funding with action to be taken (e.g., Accept or Reject)	I can decide whether to accept or reject the recommendation	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-182	PRF - Refunding/ Additive Cost	RU Preparer	Accept or reject the recommendation for additional funding Business Rules: 1. Procurement Department will only process PRF once the recommended for additional funding is rejected 2. If accepted, RU needs to revise/amend the PPMP/APP/PRF	I can decide whether to accept or reject the recommendation	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-183	PRF - Refunding/ Additive Cost	ProcD/ RBAC Secretariat - Processor	Be notified once a PRF is amended (for additional funding) Business Rules: 1. Amended PRF shall have an identifier that it is revised 2. New PRF will reflect the total adjusted ABC 3. Original PRF will be void, and shall be used for historical records purposes Example: Original PRF No. - 277066 New PRF No. - 277066-01	I can process the amended PRF accordingly	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-184	Evaluation Process	ProcD/ RBAC Secretariat - Checker	Approve and return with remarks the PRF and its supporting documents Business Rules: 1. Once a PRF is cancelled and returned, TAT will be stopped. TAT will only start upon submission of the required documents. 2. Cancellation may be done at any stage (e.g. CAF, Evaluation, etc.) 3. Cancelled PRF shall also cancel the transactions inputted (e.g., PPMP and APP) and revert back the allocated amounts	the end-user will be notified of the status/action to be taken	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-185	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Checker	Approve the checklists (e.g., Claims Processing Checklist, Purchasing Processing checklist, refund)	I can proceed with the tendering process and issuance of award	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-186	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	View generated Project Identification Number (PIN) Business Rule: Shall follow the numbering convention	I can use it as reference from preparation of tendering document to award of contract and to track 1 number/reference only since the PRF numbers are being tagged in the PIN	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-187	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	View and select the applicable tendering document templates based on the selected mode of procurement Example: Mode of Procurement: Direct Contracting Tendering Documents: Contract Award Proposal, Request for Proposal, Matrix of ABC, Executive Summary	I can prepare the tendering documents for a particular project	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	

EPMS-188	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer/HOBAC Secretariat	Input and edit details in the tendering documents (Please see Annex 4- Tendering Documents) Business Rule: 1. Updating of deadline of submission shall be up to 3 extensions only 2. Applicable for Shopping, Small Value Procurement and after two (2) failed biddings 3. Upon preparation of the contract award proposal, details required that are already inputted in the related party transactions will be auto populated 1. Alternative Modes of Procurement (Contract Award Proposal) a. Request for Proposal	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-189	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	b. Executive Summary	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-190	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	c. Contract Award Proposal	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-191	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	d. Industry Survey and Procurement Justification	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-192	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	2. Alternative Modes of Procurement (Request For Quotation) a. Request for Quotation (RFQ)- ABC Validation	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-193	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	b. RFQ	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-194	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	c. Abstract of Quotation	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-195	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	3. Bidding Documents Business Rule: Supplied details will be auto populated in the bidding documents template a. Bidding Documents- Goods and Services Example: Project Title Amount in words/Amount in Figures PIN Bidding Documents Fee Minimum Amount of Bid Security	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-196	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	b. Bidding Documents- Civil Works Example: Project Title Amount in words/Amount in Figures PIN Bidding Documents Fee Minimum Amount of Bid Security	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-197	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	c. Bidding Documents- Consulting Services Example: Project Title Amount in words/Amount in Figures PIN Bidding Documents Fee	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-198	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	d. Pre-bid Conference Registration Example: Company Name Address Name of Authorized Representative	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-199	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer/HOBAC Secretariat	e. HOBAC Action Sheet Business Rule: HOBAC Secretariat will update the HOABAC action sheet to include instruction/resolution, as applicable.	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-200	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	4. Disposal a. Invitation to Bid-Disposal of Unserviceable/Obsolete Properties	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-201	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	b. Notice of Public Bidding	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-202	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	c. Setting of Minimum Bid	I can complete the required information in the tendering documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	

EPMS-203	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	Input and update details of the related party transactions Example: PRF No. Reference No. Date Received by ProcD Date Received by Buyer Date Returned by end-user Date Returned by end-user Date of Award Contract Proposal Date of HOBAC Approval Project Description Materiality ABC Aggregate Limit (e.g., 25% of the APP) Type (e.g., RPT) Name of Organization Classification (e.g., subsidiary) Category (e.g., goods and services	I can account for the related party transactions	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-204	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Preparer	View the summary of related party transactions Example: Name of organization, materiality, amount of exposure	I can monitor the aggregate exposure of the Bank	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-205	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Checker/Approver/	View and return tendering documents with remarks	I can inform the processor of the instruction and required revisions	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-206	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Processor	View comments of checker and approver on the tendering documents	I can edit, revise, reupload, resubmit the documents for approval	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-207	Preparation of Tendering Documents	ProcD/RBAC Secretariat-Checker/Approver/	Approve the tendering documents	I can transmit the tendering documents for tendering process	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-208	Tendering Process	BAC Secretariat	Maintain (add, update, delete) the schedule for inclusion in the agenda Business Rule: Basis of schedule is from the date of submission of the tendering documents and assessment as to completeness.	I can inform and plan the schedule accordingly	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-209	Tendering Process	BAC Secretariat	Maintain (add, edit, delete) schedule of BAC meeting	I can notify the units concerned and COA of the schedule of meeting for the opening of bids and pre-bid conference	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-210	Tendering Process	BAC Secretariat	Create and update notice of meeting Example: PIN, Description	I will be able to create and update notice of meeting	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-211	Tendering Process	BAC Secretariat	Send notice of meeting thru email	I can inform COA of the meeting	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-212	Tendering Process	BAC Secretariat	Be notified of the schedule of the BAC meeting	I will be able to check the scheduled date of meeting	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-213	Tendering Process	BAC Secretariat	Create and update HOBAC/RBAC agenda Example: PIN, Description Business Rule: Previously encoded data should be retrieved from the system	I will be able to create and update the agenda and other matters	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-214	Tendering Process	HOBAC/RBAC/Requisitioning Units/ProcD/RBAC Secretariat	Send HOBAC/RBAC agenda thru email	I can inform HOBAC/RBAC and concerned units, if applicable of the scheduled agenda	Recommended				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-215	Tendering Process	Processor/HOBAC Secretariat	Be notified of the agenda and schedule of HOBAC/RBAC meeting	I will be able to check the scheduled date of meeting	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-216	Tendering Process	Processor/HOBAC Secretariat	View and print the following tendering documents 1. Bidding Document	I can check the details of the tendering documents	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-217	Tendering Process	BAC Secretariat	2. Request for Quotation	I can check the details of the tendering documents	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-218	Tendering Process	BAC Secretariat	3. Contract Award Proposal	I can check the details of the tendering documents	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-219	Tendering Process	BAC Secretariat	View and download the tendering documents in PDF format	I can check the details of the tendering documents	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-220	Tendering Process	BAC Secretariat	Upload screenshot of notice in PhilGEPS	I can schedule the submission and opening of bids and quotation and monitor compliance	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-221	Tendering Process	BAC Secretariat	Record the date of posting of procurement opportunities with tendering and supporting documents in PhilGEPS	I can track the date of posting in Philgeps and monitor the schedule for the succeeding procurement activities	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	

EPMS-222	Tendering Process	ProcD/RBAC Secretariat	Submit the ITB/RFQ to supplier thru email	the supplier will be able to check the ITB/RFQ	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-223	Tendering Process	BAC Secretariat	Create and update Payment Acceptance Order Example: PIN Lot No. Edited 02 May Bidding Fee Bidder	I can compute the bidding fee	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-224	Tendering Process	BAC Secretariat	View the computed non-refundable bidding fee	I can inform the bidder of the amount to be paid	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-225	Tendering Process	BAC Secretariat	View and print the Payment Acceptance Order Business Rule: Applicable for Competitive bidding and disposal	I can issue PAO to bidders	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-226	Tendering Process	BAC Secretariat	Submit the Payment Acceptance Order to supplier/s thru email	I can inform the supplier of the total bidding fee to be paid	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-227	Tendering Process	BAC Secretariat	Prepare and update the minutes of meeting Business Rule: MoM shall be tagged/monitored per PIN	I can issue minutes of meeting	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-228	Tendering Process	BAC Secretariat	View, download and print minutes of meeting	I can record the HOBAC/RBAC proceedings	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-229	Tendering Process	BAC Secretariat	Submit the minutes of the meeting to HOBAC/RBAC members thru email	I can secure approval	Recommended				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-230	Preparation of Tendering Documents	RU/ProcD/RBAC Sec	Be notified of the HOBAC action sheet resolution/instruction	Units concerned of the HOBAC Resolution/Instruction are informed	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-231	Tendering Process	BAC Secretariat	Create and update bid bulletin Example: Project Name PIN	I can issue a supplemental bid bulletin	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-232	Tendering Process	BAC Secretariat	View and print bid bulletin	I can issue a supplemental bid bulletin	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-233	Tendering Process	BAC Secretariat	Submit bid bulletin to supplier/s thru email	the bidder/supplier will be able to check the bid bulletin	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-234	Tendering Process	BAC Secretariat/ProcD/Requisitioning Unit	Maintain (create, update, delete) the checklist of documentary requirements for tendering process See Annex 5 (Tendering Checklist) Business Rules: 1. Applicable for Competitive bidding, shopping, negotiated procurement (2 failed bidding and small value procurement), disposal, agency to agency (Registered Government Printer) 2. For Alternative Methods of Procurement, return to ProcD/BAC Secretariat for completion of documentary requirements	I can determine eligible bidders/suppliers	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-235	Tendering Process	BAC Secretariat/ProcD/Requisitioning Unit	View and print the checklist of documentary requirements for tendering process	I can comply with regulatory requirements (e.g. COA requirement on signing of documents)	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-236	Tendering Process	BAC Secretariat	Select the documentary requirements for tendering process based on the checklist	I can determine compliance to the documentary requirements	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-237	Tendering Process	BAC Secretariat	Affix signature (e.g., electronic) in the tendering document checklists	I can comply with regulatory requirements (e.g. COA requirement on signing of documents)	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-238	Tendering Process	BAC Secretariat	Create abstract of bids/quotations (Please see example abstract of bids or quotations) Business Rule: 1. Applicable for Competitive bidding, shopping, negotiated procurement (2 failed bidding and small value procurement), disposal, agency to agency (Registered Government Printer) Example: 1. Lot No 2. OR Number 3. Bidding Fee Amount 4. Bidder/Supplier Name	I can tabulate and rank bids/quotations received	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	

EPMS-239	Tendering Process	BAC Secretariat	Update abstract of bids/quotation Example: 1. Bidder/Supplier Name 2. Bid Amount/Quotation	I can include the bids/quotations submitted by other prospective vendors	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-240	Tendering Process	BAC Secretariat	View and print the abstract of bids/quotations	I can comply with regulatory requirements (e.g. COA requirement on signing of documents)	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-241	Tendering Process	BAC Secretariat	View the result of tabulation and ranking of bids/quotations Business Rules: 1. There should be bids/quotations for all items for projects under one lot 2. In case of tied bids/quotations, the appropriate guidelines on tie breaking shall be applied 3.(Public Bidding) If no bids received, failure of bidding 4.(Alternative Mode of Procurement) If no quotation received, extension of the deadline for submission (max of 3 times)	I can make appropriate recommendation to BAC	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-242	Tendering Process	BAC Secretariat	View the computed lowest/single bid/quotation based on amount Business Rules: 1. If 1 Lot, all items included in the lot shall have a corresponding price quotation 2. No tied bids is allowed. Tie breaking proceedings will be instituted 3. Single bid is allowed except for Shopping	I can readily identify the LCB/HCB/LCRB/HCRB	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-243	Tendering Process	BAC Secretariat	Tag the Single/Lowest/Highest calculated bid/quotation	I can endorse the same to requisitioning units/TWG for post-qualification	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-244	Tendering Process	BAC Secretariat	Approve abstract of bids or quotation	I can declare the Single/Lowest/Highest calculated bid/quotation	Recommended				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-245	Tendering Process	BAC Secretariat	Tag the bidder whether it passed or failed the shortlisting criteria/technical evaluation criteria	I can inform BAC on the result of evaluation	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-246	Tendering Process	BAC Secretariat	Prepare and update the BAC Resolution (Annex 6- Resolution Templates) Example: 1. Resolution for Award 2. Resolution for Evaluation or Post-Qualification 3. Resolution for Failure of Bidding Business Rule: Consolidate items in the resolution per Mode of Procurement, status (e.g. for evaluation, for award, failed bid)	I can endorse the same for evaluation	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-247	Tendering Process	BAC Secretariat	View and print BAC Resolution	I can recommend award to HoPe	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-248	Tendering Process	Requisitioning Units	Be notified of the request for evaluation/post-qualification/shortlisting Business Rule: Concerned Unit for evaluation may not always be the requisitioning unit Example: MOD for computer specs	I can evaluate the request without delay	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-249	Tendering Process	BAC Secretariat	Tag the bidder whether it passed or failed the evaluation/post qualification criteria	I can recommend the winning bidder/post qualify the next ranked bidder	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-250	Tendering Process	BAC Secretariat	View result of post qualification/shortlisting	I can readily check the winning bidder	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-251	Tendering Process	BAC Secretariat	Notify the winning and losing bidders thru email on the result of evaluation	I can inform them of the results of the post-qualification/evaluation	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-252	Tendering Process	Requisitioning Unit/ProcD/BAC Secretariat	Be notified of the failed bidding	I can facilitate re-bidding	Recommended				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-253	Tendering Process	Requisitioning Unit/ProcD/BAC Secretariat	Be notified of the extension of submission of quotations	I can invite other prospective suppliers	Recommended				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-254	Tendering Process	ProcD-Applic Admin	Maintain (add, edit, delete) schedule and frequency of notification for the submission of result of evaluation/post qualification report Example: Submission of report-within 12 days Request for extension-within 45 days including the 12 days for goods and services Request for extension-within 30 days including the 12 days for consulting	I can remind requesting units based on the defined schedule and frequency	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	

EPMS-255	Tendering Process	Requisitioning Unit	Be notified of the submission of result of evaluation/post qualification report based on the set schedule	I can submit the report/request for extension, as applicable	Recommended				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-256	Tendering Process	BAC Secretariat	Create and update the Summary of Awards Example: 1. Project Title 2. ABC 3. Contract Amount 4. Bidder/Supplier	I can secure HoPE approval	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-257	Tendering Process	BAC Secretariat	View and print the Summary of Awards	I can secure HoPE approval	Mandatory				Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-258	Tendering Process	ProcD	Be notified of the uploading of HoPE approval Business Rule: Will be notified after uploading of HoPE approval	I can prepare the award documents	Recommended				Remedios Lacadem-HOBAC Secretariat Unit	
CONTRACTING										
EPMS-259	Preparation and Issuance of Award Documents	ProcD-Processor	Maintain (add, edit, delete, view) and select the applicable checklist in the preparation of award documents (Please see Annex 3-REF) a. Purchasing Processing Checklist- Stage 2 i. Agency to Agency	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-260	Preparation and Issuance of Award Documents	ProcD-Processor	ii. Adjacent or Contiguous	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-261	Preparation and Issuance of Award Documents	ProcD-Processor	iii. Call-off	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-262	Preparation and Issuance of Award Documents	ProcD-Processor	iv. Consulting Services- Competitive Bidding	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-263	Preparation and Issuance of Award Documents	ProcD-Processor	v. Civil Works- Competitive Bidding	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-264	Preparation and Issuance of Award Documents	ProcD-Processor	vi. Direct Contracting	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-265	Preparation and Issuance of Award Documents	ProcD-Processor	vii. Request for Notation of Services Rendered	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-266	Preparation and Issuance of Award Documents	ProcD-Processor	viii. Direct Retail POL Products and Airline Tickets	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-267	Preparation and Issuance of Award Documents	ProcD-Processor	ix. Emergency Cases	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-268	Preparation and Issuance of Award Documents	ProcD-Processor	x. Goods and Services-Competitive Bidding/Framework Agreement/Limited Source Bidding	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-269	Preparation and Issuance of Award Documents	ProcD-Processor	xi. Highly Technical Consultant	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-270	Preparation and Issuance of Award Documents	ProcD-Processor	xii. Lease of Real Property and Venue	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-271	Preparation and Issuance of Award Documents	ProcD-Processor	xiii. Repeat Order	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-272	Preparation and Issuance of Award Documents	ProcD-Processor	xiv. Shopping, Unforeseen Contingency	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-273	Preparation and Issuance of Award Documents	ProcD-Processor	xv. Shopping, Commonly-used Supplies and Equipment	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-274	Preparation and Issuance of Award Documents	ProcD-Processor	xvi. Small Value Procurement	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-275	Preparation and Issuance of Award Documents	ProcD-Processor	xvii. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-276	Preparation and Issuance of Award Documents	ProcD-Processor	xviii. Two Failed Biddings	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-277	Preparation and Issuance of Award Documents	ProcD-Processor	xix. Take-over of Contract	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-278	Preparation and Issuance of Award Documents	ProcD-Processor	xx. Water, Electricity, Telecommunications and Internet Service Providers	I can assess the completeness and correctness of the award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-279	Preparation and Issuance of Award Documents	ProcD-Processor	View the applicable award document templates based on the selected mode of procurement (Please see Annex 7- Matrix of Documents and Requirements) Example: Mode of Procurement: Direct Contracting Award Documents: NOA, NTP, PO, Contract Agreement	I can prepare the award documents for a particular project	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	

EPMS-280	Preparation and Issuance of Award Documents	ProcD-Processor	Retrieve previous award documents and re-use the same for the current award Example: Award documents of ABC Coy for 2020 can be retrieved by and used for the 2021 award	prepare the award documents faster	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-281	Preparation and Issuance of Award Documents	BAC Secretariat/ProcD	Create and update the following award documents: (Please see Annex 8- Award Documents) Business Rules: 1. Fields that are already available in the system shall be autopopulated in the template. 2. User can still edit/update fields, as necessary a. Notice of Award	I can provide the required documents to the supplier for signing and notarization	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-282	Preparation and Issuance of Award Documents	HOBAC/RBAC Secretariat/ProcD	b. Notice to Proceed	I can provide the required documents to the supplier for signing and notarization	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-283	Preparation and Issuance of Award Documents	BAC Secretariat/ProcD	c. Purchase Order Example: Item Delivery Terms Contract Period Advise by Requisitioning units Supplier Discount Business Rules: 1. Create PO/contract if awarded to Non DBM-PS 2. Should allow preparation of 1 purchase requisition with one PO. 3. Should allow many purchase requisition with one PO 4. Should allow 1 purchase requisition with many PO 5. Amendment of the PO to adjust the contract amount is up to 10% only 6. Revise the PO using old PO number but with tagging Example: Original PO No. - 202204250001 New PO No. - 202204250001-01	I can provide the required documents to the supplier for signing and notarization	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-284	Preparation and Issuance of Award Documents	ProcD Processor	d. Agency Procurement Request (APR) Business Rule: Applicable for requisition/contracts awarded to DBM-PS Example: Contact Person Delivery Site	I can provide the same to DBM-PS for processing	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-285	Preparation and Issuance Award Documents	BAC Secretariat/ProcD	e. Petty Cash Voucher Business Rule: Only applicable for contracts amounting to 10K and below	I can provide the required documents to the supplier for delivery of the items	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-286	Preparation and Issuance Award Documents	BAC Secretariat/ProcD	f. Contract/Maintenance Agreement/Memorandum of Agreement	I can provide the required documents to the supplier for signing and notarization	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-287	Preparation and Issuance Award Documents	Branch/Implementing Unit	g. Lease Contract Business Rule: NOA, PO and NTP shall be prepared by ProcD/BAC Secretariat	I can provide the required documents to the supplier for signing and notarization	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-288	Preparation and Issuance of Award Documents	ProcD Team Lead-Checker/ProcD Unit Head Approver	View, approve and return award documents with remarks	I can ensure the completeness of the award documents, request for the details needed for compliance and issue the same for legal sufficiency	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-289	Preparation and Issuance of Award Documents	ProcD Processor	View and print the following approved award documents 1. Notice of Award	I can check the details of the approved award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-290	Preparation and Issuance of Award Documents	ProcD Processor	2. Notice to proceed	I can check the details of the approved award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-291	Preparation and Issuance of Award Documents	ProcD Processor	3. Purchase Order	I can check the details of the approved award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-292	Preparation and Issuance of Award Documents	ProcD Processor	4. Agency Procurement Request (APR)	I can check the details of the approved award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-293	Preparation and Issuance of Award Documents	ProcD Processor	5. Petty Cash Voucher	I can check the details of the approved award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-294	Preparation and Issuance of Award Documents	ProcD Processor	6. Contract/Maintenance Agreement/Memorandum of Agreement	I can check the details of the approved award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-295	Preparation and Issuance of Award Documents	Branch/Implementing Unit	7. Lease Contract	I can check the details of the approved award documents	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	

EPMS-296	Preparation and Issuance Award Documents	BAC Secretariat/ProcD	Submit the award documents for legal sufficiency and NOA thru email	I can provide the documents to LSG for legal sufficiency and provide the notarized documents to the supplier and requisitioning unit	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-297	Preparation and Issuance Award Documents	BAC Secretariat	Have the issued awarded contracts be reflected in the supplier portal	the suppliers will be able to view the results of the tendering process	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-298	Preparation and Issuance Award Documents	BAC Secretariat/ProcD	Create and update Memo request for legal sufficiency review Business Rule: Available details in the system shall be auto populated in the Memo.	I can facilitate the preparation and updating of memo	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-299	Preparation and Issuance Award Documents	ProcD Processor	View and print list of approved NOA Example: PO Number Description Supplier Name PRF Number Amount	post the same to LBP website and conspicuous places	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-300	Preparation and Issuance Award Documents	ProcD/BAC Secretariat	Be notified whether a performance security is required to be submitted by the supplier Business Rule: Identification of performance security is based on the issuance of approved NOA	I can request for the submission of performance security	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-301	Preparation and Issuance Award Documents	ProcD/BAC Secretariat	View the summary of the validity of submitted performance security (e.g., bank guarantee)	I can monitor the effectivity and receipt of performance security	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-302	Preparation and Issuance Award Documents	ProcD/BAC Secretariat	Input and update the details of the following performance security: 1. Cash Example: a. Amount b. OR Number c. Contract Amount	I can guarantee delivery of goods and performance of services by the supplier	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-303	Preparation and Issuance Award Documents	ProcD/RBAC Secretariat	2. Surety Bond Example: a. Surety Company b. Contract Amount c. Expiry Date d. Amount of Premium	I can monitor the validity of the performance security guarantee, delivery of goods and performance of services by the supplier	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-304	Preparation and Issuance Award Documents	ProcD/RBAC Secretariat	3. Bank Guarantee Example: a. Issuing Bank b. Bank Guarantee Reference Number c. Document Date d. Amount e. Validity Due Date	I can monitor the validity of the performance security guarantee, delivery of goods and performance of services by the supplier	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-305	Preparation and Issuance Award Documents	ProcD/RBAC Secretariat	4. Performance Securing Declaration Example: a. Project Identification Number	I can guarantee delivery of goods and performance of services by the supplier	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-306	Preparation and Issuance Award Documents	ProcD/RBAC Secretariat	Record and update warranty security Example: a. Issuing Bank b. Bank Guarantee Reference Number c. Document Date d. Amount e. Validity Due Date Business Rules: 1. For special bank guarantee, the system shall no longer deduct the applicable retention money from the proceeds of the DO but shall only track the expiry. 2. For warranty security in the form of retention money, the amount of 3% of the total billing shall be deducted from the proceeds of the DO 3. Applicable for supplies only.	I can monitor the validity of the warranty security for the delivery of goods	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-307	Preparation and Issuance Award Documents	ProcD/RBAC Secretariat	View the remaining duration of the warranty security	I can monitor and track the validity of the warranty security	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-308	Preparation and Issuance of Award Documents	ProcD Processor/BAC Secretariat	View the generated sequential Purchase Order number	I can use it as reference for easy tracking	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-309	Preparation and Issuance of Award Documents	ProcD Processor/BAC Secretariat	Add, edit, delete and send email based on a standard template (e.g., goods, services)	I can advise and send the PO/NOA/NTP/CA/MOA to suppliers, ProcD and other recipients using a standard email	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	

EPMS-310	Preparation and Issuance of Award Documents	Processor ProcD	Create framework agreement and bulk purchasing contracts and corresponding order notice/call-off Example: Quantity Cost	I can place order under a given Purchase Order or Framework Agreement	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-311	Preparation and Issuance of Award Documents	Checke (Team Leader)/Approver (Department Head)	View, approve and return with remarks the Order Notice/ Call-off	I can inform the supplier of the order	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-312	Preparation and Issuance of Award Documents	Processor (ProcD)	Submit the Order Notice/ Call-Off to the supplier and requisitioning unit thru email	I can inform the supplier of the order	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-313	Preparation and Issuance of Award Documents	Processor (ProcD)	Update the details included in the order notice/call-off Example: 1. Item Description 2. Quantity 3. Unit Cost Business Rule: System shall automatically compute the adjustment/re-alignment.	adjustments/re-alignment of items will be considered	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-314	Preparation and Issuance of Award Documents	Processor (ProcD)	Create and update transmittal letter	I can submit and facilitate preparation and submission of documents to COA	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-315	Preparation and Issuance of Award Documents	Processor (ProcD)	View and print summary of contracts for transmission Business Rules: 1. Based on set processing time after issuance of Notice to Proceed 2. Includes ABC of 2M and above Example: 5days after issuance of NTP to supplier	I can generate the automatically tagged summary of contracts submitted to COA	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
DELIVERY AND PAYMENT PREPARATION										
EPMS-316	Delivery Process	Processor ProcD	Record deliveries for framework agreement and bulk purchasing contracts and corresponding order notice/call-off Example: Quantity Cost	I can track orders under a given Purchase Order or Framework Agreement	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-317	Delivery Process	Processor ProcD	View item balances of Framework Agreements and bulk purchasing contracts	monitor item balances of Framework Agreements and bulk purchasing contracts	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-318	Delivery Process	Processor (ProcD)/Requisitioning Units	Create schedule of the delivery of goods Business Rule: 1. Based on the set processing time (e.g., 15days, 30days) upon issuance of NTP and advise from requisitioning units	I can determine the schedule of delivery	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	
EPMS-319	Delivery Process	Requisitioning Unit	Update the schedule of the delivery of goods Business Rule: Will require the uploading of conformity coming from the supplier	I can adjust the schedule as needed	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	
EPMS-320	Delivery Process	Requisitioning Unit	Be notified on the submission of delivery advise Business Rule: Notification is based on the tagging of advise during preparation of Purchase Order	I can provide the advise as part of the documentary requirements submitted to the supplier	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	
EPMS-321	Delivery Process	Requisitioning Unit	Create and update delivery advise Example: Date of Delivery/Mobilization	I can provide the advise as part of the documentary requirements for the supplier to deliver the goods and services	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	
EPMS-322	Delivery Process	Requisitioning Unit	Select thru the following modes of delivery: 1. Courier <i>Note: Endorse to official courier</i>	I can endorse the items/stocks to the intended recipients	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	
EPMS-323	Delivery Process	Requisitioning Unit	2. Pick-up <i>Note: Processor to endorse it to the branch representative</i>	I can endorse the items/stocks to the intended recipients	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	
EPMS-324	Delivery Process	Processor (ProcD)/Requisitioning Units/RBAC Secretariat	Be notified on the delivery of goods	I can check the items delivered	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	

EPMS-325	Delivery Process	Processor (ProcD)/Requisitioning Units/RBAC Secretariat	View tagged delivered goods and services Business rules: 1. Tagging will be based on the evaluation status of the inspection report 2. Based on the quantity delivered Example: Delivered awaiting invoice Delivered with invoice	I can update the status of delivered goods	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	
EPMS-326	Delivery Process	Requisitioning Unit	Create and update Inspection Report (IR) with details: Example: a. Location (Branch) b. Date Inspected c. Name of Supplier d. Item e. Quantity f. Purchase Order No. g. DR No. h. Evaluation Status (e.g., in accordance with specifications, not in accordance with specifications) i. Remarks (free text)	I can facilitate payment processing or endorse the same to ProcD, as applicable	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-327	Delivery Process	Requisitioning Unit	Select the applicable specification for the Inspection Report findings Example: a. In accordance with the specifications b. Not in accordance with specifications	I can return the goods that are damaged/hot in accordance with specifications	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-328	Delivery Process	Requisitioning Unit/ProcD	View the Inspection Report	I can check the details of the Inspection Report	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-329	Delivery Process	Requisitioning Unit-Approver (Department Head)	Approve and return with remarks the Inspection report	I can provide the required information for compliance and facilitate payment processing or endorse the same to ProcD, as applicable	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-330	Delivery Process	Requisitioning unit	Create and update Waste Material Report with details Example: Quantity Unit Description Mode of disposal (e.g., thrown, destroyed/throwed, sold at public auction, sold at private sale, transferred without cost etc.)	I can facilitate payment processing or endorse the same to ProcD, as applicable	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-331	Delivery Process	Requisitioning Unit/ProcD/RBAC Secretariat	View the Waste Material Report	I can submit the documentary requirement for payment processing	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-332	Delivery Process	Requisitioning Unit-Approver	Approve and return the Waste Material Report with remarks	I can submit the documentary requirement for payment processing	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-333	Delivery Process	ProcD Supplies Management Team	Create and update Invoice Receipt of Accountable Forms (IRAF) with details Example: -Date -Branch name -Particulars (Commercial, Personal, Manager's Check, Gift, CCPS, Official Receipt, Other Accountable Forms (e.g., passbook); option to select as applicable (tickmark/dropdown) -Quantity -Unit of Measure -Unit Cost -Beginning Serial Number -Ending Serial Number -Total Cost -Control Number	I can endorse it to courier/end-user	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-334	Delivery Process	Processor (ProcD)/PMED/TMG/CAMD	Create and update the Delivery Receiving Report with details Example: a. Supplier b. Quantity c. Invoice No. (if available) d. Date Receipt of Invoice e. Date Receipt of Item f. Serial Number of Item g. Delivery Receipt No. h. Purchase Order No. / Call-Off No. / Order Notice No. (system generated) i. Description j. Unit Cost k. Amount l. Department (auto populated) m. Warranty Certificate n. Warranty Period o. Delivery Category (e.g., Fixed Asset, Supplies, Advertising, Other various accounts) p. FA Class q. FA Sub-class	I can record the items for delivery based on the type of procurement	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	

EPMS-335	Delivery Process	ProcD/AAD-Checker/Approver	View, approve and return the DRR with remarks	I can request the preparer to update the DRR accordingly	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-336	Delivery Process	FMD	Have the insurance type of the asset be automatically identified Business Rule: Tagging shall be based on the defined criteria (See Annex 9- Insurance Type)	I can identify the insurance coverage of the FA	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-337	Delivery Process	Requisitioning Unit/ProcD/RBAC Secretariat	Download and print the following: 1. Inspection Report	I can use it as reference/provide copy of the documents to the requesting units	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-338	Delivery Process	Requisitioning Unit/ProcD/RBAC Secretariat	2. Waste Material Report	I can use it as reference/provide copy of the documents to the requesting units	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-339	Delivery Process	Requisitioning Unit/ProcD/RBAC Secretariat	3. Delivery Receiving Report	I can use it as reference/provide copy of the documents to the requesting units	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-340	Delivery Process	Requisitioning Unit/ProcD/RBAC Secretariat	4. Invoice Receipt of Accountable Forms (IRAF)	I can use it as reference/provide copy of the documents to the requesting units	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD Cathrina Marie Garcia	
EPMS-341	Delivery Process	ProcD	Record return of stock items Example: Item Description Quantity	I can update the inventory level accordingly	Recommended				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-342	Delivery Process	ProcD	Create, update and send Reminder Letters to suppliers	I can remind the suppliers of their delivery due dates	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Don Cariaga-ProcD	
EPMS-343	DO Preparation	Requisitioning Unit/ProcD/Branch	Maintain (create, edit, delete) and view checklist to be used in the preparation of Disbursement Order (DO) based on the type of transaction (Please see Annex 10- Checklist in the Preparation of Disbursement Order) 1. Procurement of Goods/Services- one-time	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-344	DO Preparation	Requisitioning Unit/ProcD/Branch	2. Media Advertising	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-345	DO Preparation	Requisitioning Unit/ProcD/Branch	3. Maintenance of Equipment/ Rental	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-346	DO Preparation	Requisitioning Unit/ProcD/Branch	4. Maintenance of Software/ License Renewal	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-347	DO Preparation	Requisitioning Unit/ProcD/Branch	5. Software Delivery/Project Enhancement-one-time	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-348	DO Preparation	Requisitioning Unit/ProcD/Branch	6. National Printing Office- one-time	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-349	DO Preparation	Requisitioning Unit/ProcD/Branch	7. Freight Expense- one-time	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-350	DO Preparation	Requisitioning Unit/ProcD/Branch	8. Infrastructure (LBP Projects Monitored by PMED)	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-351	DO Preparation	Requisitioning Unit/ProcD/Branch	9. Infrastructure (LBP Projects Monitored by PMED)- one-time billing	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-352	DO Preparation	Requisitioning Unit/ProcD/Branch	10. Appraisal of LBP Properties- 1st billing	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-353	DO Preparation	Requisitioning Unit/ProcD/Branch	11. Janitorial Services	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-354	DO Preparation	Requisitioning Unit/ProcD/Branch	12. Security Services	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-355	DO Preparation	Requisitioning Unit/ProcD/Branch	13. Chartering/ Air Transport- one-time	I can prepare the required documents and use the same for the evaluation of the DO and its attachments	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	

EPMS-356	DO Preparation	Requisitioning Unit/ProcD/Branch	<p>Maintain (create, edit, delete) the Disbursement Order with details (See Annex 12-Sample List of DO to be prepared)</p> <p>Example: 1. Name of Payee (Supplier)-auto populate 2. Department- Branch-auto populate 3. Contact Number-auto populate 4. Address-auto populate 5. Gross Amount 6. Deductions (e.g., Retention Fee) 7. Other Deductions (e.g., Liquidated Damages, offsetting of receivables, temporary lodge to AP, Withholding taxes) 8. Date 9. Particulars 10. TIN (Supplier) 11. Account Name 12. Mode of Payment (e.g., MC, Credit to Account, Encashment, Others) 13. Supplier Code 14. Date Submitted to AAD/AC 15. PO Number 16. Sales Invoice Number, as applicable 17. Supplier Discount</p> <p>Business Rule: For DO with liquidated damages, the amount shall be auto populated as part of the other deductions.</p>	I can submit the same for processing of payment for procurement and non-procurement transaction	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-357	DO Preparation	Requisitioning Unit/ProcD/Branch	Have the duplicate entries be validated during creation of disbursement order	I can ensure that there are no similar transactions being inputted	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-358	DO Preparation	AAD/AC	Maintain (add, edit and delete) tax type (e.g., VAT, Withholding).	I can readily select the tax type applicable for the transaction and have the tax computed correctly	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-359	DO Preparation	AAD/AC	Maintain (add, edit and delete) tax rates (e.g., 12%).	I can readily select the tax rate applicable for the transaction and have the tax computed correctly	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-360	DO Preparation	Requisitioning Unit/ProcD	Select the tax type and tax rate applicable for the amount to be disbursed	I can tag the applicable tax type and tax rate applicable for the transaction	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-361	DO Preparation	Requisitioning Unit/ProcD	<p>View the computed tax amount of the DO</p> <p>Example: The gross amount of the disbursement is 10,000 for the payment of..</p> <p>Computation: 10,000* tax rate = tax amount</p>	the applicable tax amount is automatically computed	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-362	DO Preparation	Requisitioning Unit/ProcD	View the computed net amount of the DO after considering the applicable tax and deductions	the applicable net amount is automatically computed	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-363	DO Preparation	Requisitioning Unit/ProcD	View the amount in words in the DO	the amount in words is readily available for reference	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-364	DO Preparation	Requisitioning Unit/ProcD	View, download and print the DO in PDF format	I can have it processed and approved for payment	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-365	DO Preparation	Requisitioning Unit/ProcD	<p>View the generated unique disbursement order number</p> <p>Business Rule: Should follow the numbering convention</p> <p>Example: RCCode-DO number HO-100001</p>	I can use it as reference for easy tracking	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-366	DO Preparation	ProcD/RBAC Secretariat	<p>Be notified (e.g., push notification) of the deadline of refund of retention fee</p> <p>Business Rules: 1. Retention fee expendables - 3 months from LANDBANK acceptance 2. Retention fee for non- expendables - 12 months from LANDBANK acceptance</p>	I can prepare the disbursement order	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-367	DO Preparation	AAD/AC	Encode the date when the disbursement order was paid	I can use it as reference in preparing the APCPI and booking in the FMS	Mandatory				Jojo Consignado-AAD Marichu Capon-FAD	
EPMS-368	Petty Cash Liquidation	Petty Cash Custodian	<p>Maintain (create, edit and delete) the petty cash voucher details</p> <p>Example: Account Title-based on the assigned code in the PPMP Description of Expenses Amount Date of cash release Accountable Personnel Responsibility Center Code</p>	I can monitor the deadline of liquidation	Mandatory				Leonor Santos-ProcD	
EPMS-369	Petty Cash Liquidation	Petty Cash Custodian	View the petty cash balance	I will not run out of fund/fund will not get depleted.	Recommended				Leonor Santos-ProcD	
EPMS-370	Petty Cash Liquidation	ProcD-AAU	Maintain (create, edit and delete) schedule of the deadline of petty cash liquidation	I can set and update the liquidation of petty cash	Recommended				Leonor Santos-ProcD	

EPMS-371	Petty Cash Liquidation	ProcD/RBAC Secretariat/Requisitioning Unit	Be notified (e.g., push notification) of the deadline of liquidation of petty cash advance Business Rules: 1. Complete delivery and documentary requirements are required to be accomplished by the supplier prior to liquidation of petty cash voucher 2. Based on set deadline (e.g., 20 calendar days upon receipt of OR)	I can fill-out the liquidation portion of the petty cash voucher	Recommended				Leonor Santos-ProcD	
EPMS-372	Petty Cash Liquidation	Petty Cash Custodian	View the generated unique petty cash voucher control number	I can use it as reference for easy tracking	Mandatory				Leonor Santos-ProcD	
INVENTORY MANAGEMENT										
EPMS-373	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	Maintain (create, update and delete) and view inventory of supplies (e.g., delivered, not delivered, description, specifications, SKU and product code, supplier)	I can account the items to be withdrawn	Mandatory				Don Cariaga-ProcD	
EPMS-374	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	View the generated barcode for a stock item containing relevant information (e.g., Stock Keeping Unit (SKU) and product code)	I can easily identify stocks	Recommended				Don Cariaga-ProcD	
EPMS-375	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	Print the barcode for a stock item	I can attach the barcode to the stock item	Recommended				Don Cariaga-ProcD	
EPMS-376	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	Maintain (add, edit, delete) and view the re-order level per category (e.g., common supplies) Business Rule: System shall be able to compute a pre-defined re-order level (e.g., PPM/APP-CSE quantity less current stock)	I will know the quantity stock item that must be ordered	Mandatory				Don Cariaga-ProcD	
EPMS-377	Inventory/Withdrawal of Stock Items	Requisitioning Unit/ProcD Supplies Management Team	View supplies details per category (e.g., office supplies) Example: Item Description Beginning Balance Critical level Re-order level	I can plan the re-order of supplies	Mandatory				Don Cariaga-ProcD	
EPMS-378	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	View supplies issued to requesting units	I can check and monitor the necessity of the requested supplies	Mandatory				Don Cariaga-ProcD	
EPMS-379	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	View the following computed rates: a. line fill rate Computation: Total number of request served/Total number of request	I can determine the efficiency of the processing unit	Mandatory				Don Cariaga-ProcD Kristi Ann Rutab-ProcD	
EPMS-380	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	b. order fill rate Computation: Total Items served/Total Items requested	I can determine the efficiency of the processing unit	Mandatory				Don Cariaga-ProcD Kristi Ann Rutab-ProcD	
EPMS-381	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	c. volume fill rate Computation: Total Quantity served/Total Quantity requested	I can determine the efficiency of the processing unit	Mandatory				Don Cariaga-ProcD Kristi Ann Rutab-ProcD	
EPMS-382	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	Maintain (create, update and delete) the schedule of the issuance of supplies	I can provide supplies as needed	Mandatory				Don Cariaga-ProcD	
EPMS-383	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	View the history of request from requesting units Example: Frequency of bond paper request	I can keep track of all current and past orders	Mandatory				Don Cariaga-ProcD	
EPMS-384	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	View and print the stock card	I will be able to track the in and out of stock items	Mandatory				Don Cariaga-ProcD	
EPMS-385	Inventory/Withdrawal of Stock Items	ProcD Supplies Management Team	Receive a notification on the items that have reached the set level of re-order	I can replenish the items without delay	Recommended				Don Cariaga-ProcD	
EPMS-386	Inventory/Withdrawal of Stock Items	Requisitioning Unit	Add and update the actual usage of supplies	I can track the stock level of supplies	Mandatory				Kristi Ann Rutab-ProcD Don Cariaga-ProcD	
CONTRACT MANAGEMENT										
EPMS-387	Contracts Management	Requisitioning Unit/ProcD/SLCD	Maintain (add, edit, delete) and view the details of the procurement contracts Business Rule: Extension shall not exceed one year Example: 1. Unit/Department, Contact Person, Email Address a. Implementing Unit b. Supervising Unit c. Monitoring Unit d. Legal Unit 2. Sector (Implementing Unit) 3. Current Status • Active • Closed – Expired, Pre-terminated, Terminated • Renewed-including details of renewal (e.g., start date, end date, contract price) • Extended-including details of extension (e.g., start date, end date, contract price, number of extensions) 4. PO Number (if Procurement Contract) 5. Type of Contract/Agreement (See Annex 11) 6. Description 7. Vendor/Supplier/Counterparty 8. Total Contract Cost a. Currency b. Amount 9. Approval Date	I will be able to determine and monitor when the contract will end	Mandatory				Kristi Ann Rutab-ProcD Wylene Mari Agua-SLCD	

			10. Contract Period a. Start Date/Date of Notice to Proceed (if applicable) b. End Date/Expiration Date 11. Term of Contract a. Days b. Months c. Years 12. Remaining Days (Current Date – End Date) 13. Performance Assessment a. Is the Performance Assessment Report Due for submission/updates b. Date c. Rating d. Adjectival Rating e. Assessment Period i. From ii. To 14. Termination a. Type of Contract Termination b. Termination Date 15. Contract Amendment/renewal Ref No. 16. Submission of Original Physical Copy to SLCD a. Date Received b. Attachments c. Location of Physical Copy d. Date borrowed by other units e. Date returned to SLCD f. Date disposed to the business units when the contract has been terminated							
EPMS-388	Contracts Management	Requisitioning Unit/ProcD	Maintain (create, update and delete) and view performance of supplier Example: Supplier Name Performance Rating	I can monitor the performance of suppliers	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-389	Contracts Management	Requisitioning Unit/ProcD/SLCD	Maintain (add, edit, delete) and view the details of the non-procurement contracts Example: 1. Unit/Department, Contact Person, Email Address a. Implementing Unit b. Supervising Unit c. Monitoring Unit d. Legal Unit 2. Sector (Implementing Unit) 3. Current Status • Active • Closed – Expired, Pre-terminated, Terminated • Renewed • Extended 4. Identification Number (currently not available) 5. Type of Contract/Agreement (See Annex 11) 6. Description 7. Vendor/Supplier/Counterparty 8. Total Contract Cost a. Currency b. Amount 9. Approval Date 10. Contract Period a. Start Date/Date of Notice to Proceed (if applicable) b. End Date/Expiration Date 11. Term of Contract a. Days b. Months	I will be able to determine and monitor when the contract will end.	Mandatory				Kristi Ann Rutab-ProcD Wylene Mari Agua-SLCD	

			c. Years 12. Remaining Days (Current Date – End Date) 13. Performance Assessment a. Is the Performance Assessment Report Due for submission/updates b. Date c. Rating d. Adjectival Rating e. Assessment Period i. From ii. To 14. Termination a. Type of Contract Termination b. Termination Date 15. Contract Amendment/renewal Ref No. 16. Submission of Original Physical Copy to SLCD a. Date Received b. Attachments c. Location of Physical Copy d. Date borrowed by other units e. Date returned to SLCD e. Date disposed to the business units when the contract has been terminated								
EPMS-390	Contract Management	Requisitioning Unit/ProcD	Maintain (add, edit, delete) the contract milestones and payments Example: 1. Contract Milestone will be based on the delivery report for Goods and Services (e.g. staggered) 2. Payment monitored will be based on the DO prepared	I can monitor the milestones and payments	Mandatory					Kristi Ann Rutab-ProcD	
EPMS-391	Contracts Management	Requisitioning Unit	Be notified (e.g., email, push notification) on the expiry of the contract Example: 1. At least 6 months from the expiration of contract, user will be notified to prepare a new PRF 2. Status selected is will no longer renew/replace the existing contract- sending of notification to requisitioning unit will stop Business Rule: Sending of notification will be based on the status selected by the requisitioning unit	I can monitor contract expiration and plan the necessary action ahead of time	Recommended					Kristi Ann Rutab-ProcD Wylene Mari Agua-SLCD	
EPMS-392	Contracts Management	Requisitioning Unit	View expiring contracts (e.g., particular unit, group or sector and entire bank) based on the set period	I can check the contracts that will expire	Mandatory					Kristi Ann Rutab-ProcD Wylene Mari Agua-SLCD	
EPMS-393	Contracts Management	Requisitioning Unit	Indicate the status (e.g., will no longer renew/replace the existing contract, for preparation of PRF) of renewal/replacement of contracts	I can provide feedback regarding the renewal/replacement of contract	Mandatory					Kristi Ann Rutab-ProcD	
EPMS-394	Contracts Management	ProcD-Applic Admin	Maintain (add, edit, delete) schedule and frequency of notification for the contract expiry Example: 6 months prior to expiration- once only 3 months prior to expiration- twice	I can remind end-users based on the defined schedule and frequency	Mandatory					Kristi Ann Rutab-ProcD Wylene Mari Agua-SLCD	
EPMS-395	Contracts Management	ProcD/RBAC Secretariat	View the computed liquidated damages Business Rule: Computation of liquidated damages will only apply to contracts tagged as subject to liquidated damages	I can determine the amount to be imposed for every day of delay	Mandatory					Kristi Ann Rutab-ProcD	
EPMS-396	Contracts Management	ProcD/RBAC Secretariat	Maintain (add, edit and delete) the computation of liquidated damages Example: Computation: 1/10 of 1% for every day of delay from the scheduled date of delivery with a maximum of 10% of the total contract price	I can set and update the required computation for liquidated damages	Mandatory					Kristi Ann Rutab-ProcD	
EPMS-397	Contracts Management	ProcD/RBAC Secretariat	Tag contracts whether subject to liquidated damages or not subject to liquidated damages Example: Without liquidated damages-Contract for Security Guard/Armored Cars	I can differentiate contracts that are not subject to LD	Mandatory					Kristi Ann Rutab-ProcD	
EPMS-398	Contracts Management	Requisitioning Unit	Create request for waiver of liquidated damages/retention fee Business Rules: 1. TAT will stop if letter/notification of LD waiver is not yet uploaded 2. Preparation of DO will only commence upon advise of waived liquidated damages	I can accommodate the request for waiver	Mandatory					Kristi Ann Rutab-ProcD	
EPMS-399	Contracts Management	Checker/Approver	Approve and return with remarks the submitted request for waiver of liquidated damages/retention fee	I can check the request for waiver and include remarks for compliance	Mandatory					Kristi Ann Rutab-ProcD	

EPMS-400	Contracts Management	ProcD/RBAC Secretariat	Be notified that the liquidated damages will be waived or imposed	I will be able to request for the letter of waiver or prepare the DO	Recommended				Kristi Ann Rutab-ProcD	
EPMS-401	Contracts Management	Applic-Admin	Maintain (add, edit, delete) Type of Contract (e.g., MOA, Lease Agreements, IT-related contracts)	I can readily select from the available type of contracts defined	Mandatory				Kristi Ann Rutab-ProcD Wylene Mari Agua-SLCD	
ASSET MANAGEMENT										
EPMS-402	Real Property Management	FMD	Maintain (add, edit and delete) the real property (e.g., building, land) details Example: 1. Acquisition Cost of the Real Property 2. Estimated Useful Life 3. Remaining Useful Life 4. Assessed Value 5. Description of the Property 6. Location of the Property 7. Disposal Date 8. Acquisition Date	I can retrieve the details for insurance and real property tax purpose	Mandatory				Edilyn Real-FMD	
EPMS-403	Real Property Management	AAD	Record the repairs and maintenance of the real property Example: 1. Description of repairs and maintenance 2. Cost Incurred	I can track the repairs and maintenance history of the property	Mandatory				Rowena Arevalo-AAD	
EPMS-404	Real Property Management	FMD	Maintain (add, edit, delete) insurance policies of the real property Example: 1. Policy Number 2. Start of Insurance Coverage 3. End of Insurance Coverage 4. Amount of Insurance 5. Insurer (e.g., GSIS)	I can track the insurance history of the real property	Mandatory				Edilyn Real-FMD	
EPMS-405	Real Property Management	FMD	Maintain (add, edit, delete) real estate tax payment details Example: 1. Real Estate Tax Receipt Number 2. Date of Payment 3. Amount Paid 4. Description of the real property	I can track the tax payment of the real estate	Mandatory				Edilyn Real-FMD	
EPMS-406	Real Property Management	FMD	Be notified on the renewal of insurance policy of assets	I am reminded on the timely renewal of insurance policy	Recommended				Edilyn Real-FMD	
EPMS-407	Fixed Asset Management	Applic Admin	Maintain (add, edit, delete) the useful life of the fixed asset and intangible asset	I can track the remaining useful life of the asset	Mandatory				Rowena Arevalo-AAD	
EPMS-408	Fixed Asset Management	Concerned PSO	Be notified that the fixed asset has reached its useful life Business Rule: Status of the asset will remain in-use if no action is taken by concerned PSO	I can consider the turn-in/dispose the fixed asset	Recommended				Rowena Arevalo-AAD	
EPMS-409	Fixed Asset Management/Semi-Ex	FMD/AAD/Concerned PSO/Field Units	Change the status of the fixed asset and semi-expendable items Example: a. Standby b. In use c. Unserviceable d. Obsolete e. Disposed	I can update the asset status.	Mandatory				Rowena Arevalo-AAD	
EPMS-410	Fixed Asset Management/Semi-Ex	AAD/FMD/Field Units	View the list of fixed assets and semi-expendable items acquired per Responsibility Center Business Rule: List of assets will be automatically reflected as part of asset module based on the provided supplier information during set-up and the approved DRR.	So that I can check the completeness and correctness of asset data.	Mandatory				Rowena Arevalo-AAD	
EPMS-411	Fixed Asset Management/Semi-Ex	FMD/Field Units/Concerned PSO	View , download and print the Invoice Receipt Business Rule: Applicable for fixed asset and semi-expendable items	I can easily retrieve the IR and prepare the corresponding MR	Mandatory				Edilyn Real-FMD	
EPMS-412	Fixed Asset Management/Semi-Ex	FMD/Field Units/Concerned PSO	Be notified of the fixed asset acquired	I can check the newly acquired asset to be assigned to a specific employee	Recommended				Rowena Arevalo-AAD	
EPMS-413	Fixed Asset Management/Semi-Ex	AAD/FMD/AC	View the generated unique property number for the fixed asset and semi-expendable items acquired Business Rule: Property number will be generated after approval of Delivery Receiving Report	I can ensure the proper identification of FA because of its unique Property Number	Mandatory				Rowena Arevalo-AAD Edilyn Real-FMD Felymarie Pawid-FAD	
EPMS-414	Fixed Asset Management/Semi-Ex	AAD/FMD/AC	Update the account information of the acquired fixed asset and semi-expendable items Example: Account Name (e.g., Office Equipment)	I can easily update asset data immediately and ensure updated and correct asset reports.	Mandatory				Rowena Arevalo-AAD Felymarie Pawid-FAD	

EPMS-415	Fixed Asset Management	AAD/AC	Adjust the FA details for major repair/improvement Example: a. Cost b. Useful Life c. Description d. Accumulated depreciation e. Impairment Loss f. Allowance for losses g. Remaining useful life h. Residual Value i. FA classification Business Rule: User will be directed in the PRF module for the repair of fixed asset	I can generate a correct amount to be booked and used in reportorial requirements	Mandatory				Rowena Arevalo-AAD Felymarie Pawid-FAD	
EPMS-416	Fixed Asset Management	AAD/AC	Tag the fixed asset as major repair	I can generate the needed report for all the major repairs	Mandatory				Rowena Arevalo-AAD Felymarie Pawid-FAD	
EPMS-417	Fixed Asset Management/Semi-Ex	AAD/FMD/AC/RBAC Secretariat	Consolidate like items of unserviceable fixed assets and semi-expendable items Example: HO and NCR unserviceable fixed assets will be consolidated per type of item	I can use it as reference in disposing the asset	Mandatory				Rowena Arevalo-AAD Edilyn Real-FMD Felymarie Pawid-FAD	
EPMS-418	Fixed Asset Management/Semi-Ex	AAD/FMD/AC/RBAC Secretariat	View and print the consolidated like items of unserviceable fixed assets and semi-expendable items	I can provide a copy of the consolidated like items to PCVID for appraisal purposes	Mandatory				Edilyn Real-FMD	
EPMS-419	Fixed Asset Management/Semi-Ex	AAD/FMD/AC/RBAC Secretariat	Record and update the disposal of fixed asset and semi-expendable items with details (e.g., type of disposal, remarks, property number) Business Rule: Once tagged as "Disposed", the tagged fixed asset and semi-expendable will no longer be included in the Schedule of Outstanding fixed assets and semi-expendable items Example: a. Sale b. Donation c. Others (e.g., unserviceable, reversal)	I can dispose the asset and also identify the manner of disposal.	Mandatory				Rowena Arevalo-AAD Edilyn Real-FMD Felymarie Pawid-FAD	
EPMS-420	Fixed Asset Management/Semi-Ex	AAD/FMD/Field Units/RBAC Secretariat	Approve and return the fixed asset and semi-expendable items for disposal with remarks	I can use it as reference in booking the disposal of the asset	Mandatory				Rowena Arevalo-AAD	
EPMS-421	Fixed Asset Management/Semi-Ex	Applic Admin/Concerned Property Supplies Officer	Input and update the fixed asset and semi-expendable accountability with details Example: 1. Employee name 2. PERNR 3. Department 4. Responsibility Code	I can identify the end-user/location of the fixed asset and semi-expendable	Mandatory				Edilyn Real-FMD	
EPMS-422	Fixed Asset Management/Semi-Ex	Concerned Property Supplies Officer	View, download and print the Memorandum Receipt Business Rule: Applicable for fixed asset and semi-expendable	I can provide the supporting document to the a specific employee where the asset will be assigned	Mandatory				Edilyn Real-FMD	
EPMS-423	Fixed Asset Management/Semi-Ex	FMD/Property Supplies Officer	Create and/or update the details of the transfer of fixed asset and semi-expendable items from one department/unit to another Example: Head office (HO) to HO, HO to Field Unit (FU), FU to HO	I can identify/trace the location/movement of the fixed asset and semi-expendable initiated by the PSO to the receiving department	Mandatory				Edilyn Real-FMD	
EPMS-424	Fixed Asset Management/Semi-Ex	Concerned Property Supplies Officer	Create and/or update the details of the transferred fixed asset and semi-expendable items to a specific employee	I can transfer the fixed asset and semi-expendable to the responsible employee	Mandatory				Edilyn Real-FMD	
EPMS-425	Fixed Asset Management/Semi-Ex	Receiving unit/Originating Unit	Be notified of the fixed asset and semi-expendable items transferred Business Rule: Notification will be only prompted to the receiving unit/originating upon approval of the transfer by AAD-approver	I can include or remove the fixed asset and semi-expendable under the custody of the PSO	Recommended				Edilyn Real-FMD Rowena Arevalo-AAD	
EPMS-426	Fixed Asset Management/Semi-Ex	Receiving unit/Originating Unit/AAD-Approver	Approve and return transfer of fixed asset and semi-expendable with remarks	I can include or remove the fixed asset and semi-expendable under the custody of the PSO and prepare the necessary Journal entry of the fixed asset and semi-expendable transferred	Mandatory				Rowena Arevalo-AAD	
EPMS-427	Fixed Asset Management/Semi-Ex	Concerned Property Supplies Officer	Tag employee status (e.g., retired, transferred, resigned)	I can facilitate the transfer of accountability of the fixed asset and semi-expendable	Mandatory				Edilyn Real-FMD	

EPMS-428	Fixed Asset Management	AAD/AC	View the computed fixed asset depreciation based on the defined set-up Business Rules: • Start of depreciation shall be on the month following the date the asset is ready for use • Stand-by FA shall not be depreciated until actually delivered, installed, and ready for use by the intended units • Depreciation shall be based on the updated cost (e.g., including the replacement cost)	I can readily provide FA data being requested by a department or unit.	Mandatory				Rowena Arevalo-AAD Felymarie Pawid-FAD	
EPMS-429	Fixed Asset Management/Semi-Ex	Concerned PSO	Maintain (add, edit, delete) the Property transfer slip Business Rule: Applicable for fixed asset and semi-expendable	I can retrieve the copy of the PTS easily and as supporting document for the transfer of the asset from one unit to another.	Mandatory				Edilyn Real-FMD	
EPMS-430	Fixed Asset Management/Semi-Ex	Concerned PSO	View, download and print the Property transfer slip Business Rule: Applicable for fixed asset and semi-expendable	I can retrieve the copy of the PTS easily and as supporting document for the transfer of the asset from one unit to another.	Mandatory				Edilyn Real-FMD	
EPMS-431	Fixed Asset Management/Semi-Ex	FMD/RBAC Sec	Maintain (add, edit, delete) the Inspection and Inventory Report of Unserviceable Property (IIRUP) Business Rule: Applicable for fixed asset and semi-expendable	I can submit it to ProcD and COA as basis in preparing the tendering documents of the unserviceable asset	Mandatory				Edilyn Real-FMD	
EPMS-432	Fixed Asset Management/Semi-Ex	FMD/RBAC Sec	View, download and print the Inspection and Inventory Report of Unserviceable Property (IIRUP) Business Rule: Applicable for fixed asset and semi-expendable	I can provide the IIRUP to ProcD as supporting document for the unserviceable asset	Mandatory				Edilyn Real-FMD	
EPMS-433	Fixed Asset Management/Semi-Ex	PVCID	Be notified of the asset/item for disposal Business Rule: Applicable for fixed asset and semi-expendable	I can inspect and prepare the report needed for the disposal	Recommended				Edilyn Real-FMD Rowena Arevalo-AAD	
EPMS-434	Fixed Asset Management	AAD	View the calculated monthly amortization of intangible asset Formula: Cost/Useful Life	I can ensure the correctness of monthly amortization of intangible asset to prevent overstatement/understatement of amortization and avoid audit findings.	Mandatory				Rowena Arevalo-AAD	
EPMS-435	Fixed Asset Management/Semi-Ex	FMD/RBAC Sec	Add and update the following details of the fixed asset and semi-expendable items that are for disposal: 1. Appraised Value	I can update and search the FA and expendable items appraisal information	Mandatory				Edilyn Real-FMD	
EPMS-436	Fixed Asset Management/Semi-Ex	FMD/RBAC Sec	2. Appraisal Date	I can update and search the FA and expendable items appraisal information	Mandatory				Edilyn Real-FMD	
EPMS-437	Fixed Asset Management	AAD/AC	View the computed impairment gain/loss Formula: Carrying Amount (CA)– Recoverable Amount= Impairment Gain/Loss Note: CA is the Original Cost-Accum Depn Recoverable Amount=Appraised Value Business Rule: Applicable for Fixed Asset 1. Impairment Gain/Loss Formula: Carrying Amount (CA)– Recoverable Amount= Impairment Gain/Loss Note: CA is the Original Cost-Accum Depn Recoverable Amount=Appraised Value	I can immediately prepare journal entry on Impairment Gain/Loss	Mandatory				Rowena Arevalo-AAD Felymarie Pawid-FAD	
EPMS-438	Fixed Asset Management	AAD/AC	View the recomputation of depreciation expense due to impairment loss Formula: Carrying Amount-Impairment Loss/Remaining Useful life = DE per month Business Rule: Applicable for Fixed Asset	I can immediately prepare adjusted journal entry for the depreciation of the asset	Mandatory				Rowena Arevalo-AAD Felymarie Pawid-FAD	
EPMS-439	Fixed Asset Management/Semi-Ex	FMD	view, download and print QR code with details (e.g., Property Number, description, serial number). Business Rule: Applicable for fixed asset and semi-expendable items	I can check easily the property for inventory.	Mandatory				Edilyn Real-FMD	
PERFORMANCE MODULE										
EPMS-440	APCPI	HOBAC Secretariat Preparer	Accomplish and update the Agency Procurement Compliance and Performance Indicator (APCPI) (Please see Annex 13-APCPI)	I can comply with the requirements of GPPB	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-441	APCPI	HOBAC Secretariat Preparer	View APCPI Self Assessment form Business Rule: Details shall be auto populated from CPMR and questionnaire	I can comply with the requirements of GPPB	Mandatory				Kristi Ann Rutab-ProcD	

EPMS-442	APCPI	HOBAC Secretariat Preparer	Create and update the Procurement Capacity Development Action Plan Template (Please see Annex 14-Procurement Capacity Development Action Plan Template)	I can comply with the requirements of GPPB	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-443	APCPI	HOBAC Secretariat Checker/ Approver	Indicate comments in the APCPI	I can recommend changes to the document	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-444	APCPI	HOBAC Secretariat Checker/Approver	View and approve the APCPI View, approve and return with remarks the APCPI	I can recommend for HOBAC approval	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-445	APCPI	HOBAC Secretariat Checker/Approver	Send the approved APCPI thru email	I can submit it to Government Procurement Policy Board (GPPB) and comply with the PBB requirement	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-446	APCPI	HOBAC Secretariat Preparer	Download and print the APCPI	I can use it as reference and provide the documents to requesting units	Mandatory				Kristi Ann Rutab-ProcD	
SUPPLIER PORTAL										
EPMS-447	Supplier Portal	Supplier	Search and view procurement opportunities (e.g., ITB, RFQ) and awarded contracts of the Bank	I can inform the bidders of the posting of opportunities and award documents	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacadem-HOBAC Secretariat Unit	
EPMS-448	Supplier Portal	Supplier	View preliminary RFxs (e.g., RFI, RFQ, RFP)	I can be notified of the preliminary requirements of LANDBANK	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-449	Supplier Portal	Supplier	Input details of preliminary quotations based on the project type (e.g., supplies, IT, construction) Example: Supplier Name Reference Number	I can provide the required information	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-450	Supplier Portal	Supplier	Download procurement documents (e.g., tendering documents, bid bulletin, award documents)	the supplier can use the documents for reference	Mandatory				Kristi Ann Rutab-ProcD	

ID	Theme	Requirement	Priority	Acceptance Criteria	Sprint/Release	Status	Owner	Notes
3.0 NON-FUNCTIONAL REQUIREMENTS								
3.1 Interface/Usability Requirements								
EPMS-451	Interface/Usability Requirement	The system shall be able to interface with at least 5 internal/external applications (e.g., GPBB, PhilGEPS) via API.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-452	Interface/Usability Requirement	The system shall be able to generate hand off file for the Bank's Subsidiary Ledger. Business Rule: Hand-off file must be compliant to the required format of the Bank.	Mandatory				Felymarie Pawid-FAD Rowena Arevalo-AAD	
EPMS-453	Interface/Usability Requirement	The system shall be able to generate hand off file for the Bank's Financial Management System via GLIS. Business Rule: Hand-off file must be compliant to the required format of the Bank. Please see sample GLIS report format	Mandatory				Felymarie Pawid-FAD Rowena Arevalo-AAD	
EPMS-454	Interface/Usability Requirement	The system shall be able to generate hand-off file for the Bank's Financial Reporting Package. Business Rule: Hand-off file must be compliant to the required format of the Bank.	Mandatory				Felymarie Pawid-FAD Rowena Arevalo-AAD	
EPMS-455	Interface/Usability Requirement	The system shall be able to interface with LANDBANK's website via hyperlink.	Recommended				Kristi Ann Rutab-ProcD	
EPMS-456	Interface/Usability Requirement	The system shall provide indicators for mandatory fields to be filled-out by the user.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-457	Interface/Usability Requirement	The system shall be able to provide an upload facility for the data inputs (e.g., excel sheet, text file, tab-limited file, and comma separated values format) for processing. Example: 1. Bulk commercial, personal and MDS checks details coming from NPO/APO/conduit 2. Paid DOs (Date paid, amount, DO number) coming from Subsidiary Ledger 3. Contract Details coming from Legal Management System 4. Delivery Advice from suppliers (e.g., Delivery Date, Branch Name Cost)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-458	Interface/Usability Requirement	The system shall be able to interface with the code reader devices (e.g., QR, barcode) of the Bank for asset management and stock items.	Mandatory				Kristi Ann Rutab-ProcD	

EPMS-459	Interface/Usability Requirement	The system shall be able to automatically pull hand-off file from the Bank's CKRQ for the requisition of commercial and personal checks. Example for commercial and personal: -Quantity -Account Name -Account Number -Branch name -BRSTN	Mandatory				Kristi Ann Rutab-ProcD Technical Team Lead	
EPMS-460	Interface/Usability Requirement	The system shall be able to automatically pull hand-off file from the Bank's RQAF for the requisition of MDS and manager's check. Example: 1. Modified Disbursement Checks (MDS) -Quantity -Account Name -Account Number -Branch name -BRSTN 2. Manager's check -Quantity -Account Name -Account Number -Branch name -BRSTN -Serial Number	Mandatory				Kristi Ann Rutab-ProcD Technical Team Lead	
EPMS-461	Interface/Usability Requirement	The system shall be able to generate hand off file for the New Human Resource Information System for the employee accountability. Business Rule: Hand-off file must be compliant to the required format of the Bank.	Mandatory				Kristi Ann Rutab-ProcD Technical Team Lead	
EPMS-462	Interface/Usability Requirement	The system shall be able to generate hand off file for BIR Tax Remittance System (BTRemS) for the withholding tax on payments to suppliers. Example: Name of Supplier TIN of Supplier Address of Supplier Tax Type Gross Taxable Date when the amount of DO was paid Business Rule: Hand-off file must be compliant to the required format of the Bank.	Mandatory				Marichu Capon	

EPMS-463	Interface/Usability Requirement	The system shall be able to pull hand-off file from the Bank's New Human Resource Information System for the employee information. Example: Name of Employee PERNR Department/Unit Group Sector	Mandatory				Kristi Ann Rutab-ProcD Technical Team Lead	
EPMS-464	Interface/Usability Requirement	The system shall be able to generate an exception report for the hand-off file uploaded from the Bank's System (e.g., RQAF, CKRQ, NHRIS) Example: Report for unsuccessful upload of hand-off file	Mandatory				Kristi Ann Rutab-ProcD Technical Team Lead	
3.2 Performance Requirements								
EPMS-465	Performance Requirement	The system shall have a maximum 60-second response time. Business Rule: Applicable for non-compute operations only	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-466	Performance Requirement	The system shall be able to support multiple screens without affecting system performance.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-467	Performance Requirement	The system shall be able to accommodate multiple users at any given time.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-468	Performance Requirement	The system shall allow only one (1) active session per user.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-469	Performance Requirement	The system shall be available except during system and database back-up and maintenance.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-470	Performance Requirement	The system shall pass the vulnerability assessment of the Bank and must address findings if any, in the vulnerability report.	Mandatory				Technical Team and ISTRMD	
3.3 Operational Requirements								
EPMS-471	Operational Requirement	The system shall be web-based enabled.	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-472	Operational Requirement	The system shall only be accessible by internal users through intranet connection.	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-473	Operational Requirement	The system shall be accessible by external users through internet connection.	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-474	Operational Requirements	The system shall be able to run on all types of browsers and with their latest versions available in the market (e.g. Mozilla, Chrome, Microsoft Edge)	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
EPMS-475	Operational Requirements	The system shall have a facility for back-up, archiving and restoring all files including user profiles and databases.	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD Technical Team	
EPMS-476	Operational Requirement	The system shall be accessible using any of the following: 1. smartphone 2. computer 3. tablet	Mandatory				Kristi Ann Rutab-ProcD Leonor Santos-ProcD	
3.4 Maintainability Requirements								

EPMS-477	Maintainability Requirement	The system shall be able to display version control number of system/application. Note: The version control number shall be updated everytime a fix/patch is implemented	Mandatory				Technical Team	
EPMS-478	Maintainability Requirement	The vendor shall provide release notes or documentation for every fix/patch implemented.	Mandatory				Technical Team	
EPMS-479	Maintainability Requirement	The vendor shall keep the system updated (e.g. release of fix, patches, etc.)	Mandatory				Technical Team	
3.5 Portability Requirements								
EPMS-480	Portability Requirement	The system shall have a facility to migrate/convert bank's data (e.g., fixed asset data).	Mandatory				Kristi Ann Rutab-ProcD	
3.6 Reportorial Requirements								
EPMS-481	Reportorial Requirement	The system shall have a facility that allows the user to create and customize reports or capability to integrate with BI tools to set and modify the desired parameters/dimensions in creating reports based on available data. Example: Spend Report Fields: 1. Item Category 2. Department 3. Project Name 4. Supplier 5. Number of Contract 6. Contract Amount 7. Expense Account	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-482	Reportorial Requirement	The system shall be able to generate and download the reports/forms in various format. (e.g., DOC/DOCX, PDF, XLSX, CSV, TXT, HTML, etc.).	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-483	Reportorial Requirement	The system shall allow the user to generate/print reports for a particular date/range.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-484	Reportorial Requirement	The system shall have a facility that allows the user to add, edit, and delete signatories and e-signature to the report, as applicable.	Recommended				Kristi Ann Rutab-ProcD	
EPMS-485	Reportorial Requirement	The system shall have a facility that will allow the user to view, generate, download and print the following sample reports for LBP and Subsidiaries, as applicable: 1. Project Procurement Management Plan (PPMP) (Initial and Adjusted) (Annex A-1)	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-486	Reportorial Requirement	2. Annual Procurement Plan (APP) (Indicative, Final, Supplemental and Updated) (Annex A-2)	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-487	Reportorial Requirement	3. Procurement Monitoring Report (PMR) (Annex A-3)	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-488	Reportorial Requirement	4. Monthly Accomplishment Report (Annex A-4)	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-489	Reportorial Requirement	5. Daily Validated DRR (Annex A-5)	Mandatory				Rowena Arevalo-AAD	

EPMS-490	Reportorial Requirement	6. Annual Procurement Plan (APP)-Common Use Supplies and Equipment (CSE) (Annex A-6)	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-491	Reportorial Requirement	7. Schedule of CSE for Procurement thru DBM-PS (Annex A-7)	Mandatory				Kristi Ann Rutab- ProcD Remedios Lacaden- HOBAC Secretariat Unit Don Cariaga- ProcD	
EPMS-492	Reportorial Requirement	8. Related Party Transaction Certification (Annex A-8)	Mandatory				Kristi Ann Rutab- ProcD Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-493	Reportorial Requirement	9. Monthly Costing Report (Annex A-9)	Mandatory				Don Cariaga-ProcD	
EPMS-494	Reportorial Requirement	10. Monthly Inventory of Accountable Forms (Annex A-10)	Mandatory				Don Cariaga-ProcD Cathrina Marie Garcia- ProcD	
EPMS-495	Reportorial Requirement	11. Supplier Transaction History (Annex A-11)	Mandatory				Kristi Ann Rutab- ProcD	
EPMS-496	Reportorial Requirement	12. List of Contracts Submitted to COA (Annex A-12)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-497	Reportorial Requirement	13. Report on Awards for the following: a. Related Party Transactions Material/Non-material (Annex A-13)	Mandatory				Remedios Lacaden- HOBAC Secretariat Unit Kristi Ann Rutab-ProcD	
EPMS-498	Reportorial Requirement	14. b. Above 50M (Annex A-14)	Mandatory				Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-499	Reportorial Requirement	15. c. 50M and below (Annex A-15)	Mandatory				Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-500	Reportorial Requirement	16. List of Foreign Denominated Contracts (Annex A-16)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-501	Reportorial Requirement	17. Monthly Issuance Report (Annex A-17)	Mandatory				Don Cariaga-ProcD	
EPMS-502	Reportorial Requirement	18. Report on Outstanding Petty Cash Vouchers (Annex A-18)	Mandatory				Leonor Santos-ProcD	
EPMS-503	Reportorial Requirement	19. Summary of Petty Cash Fund Replenishment (Annex A-19)	Mandatory				Leonor Santos-ProcD	
EPMS-504	Reportorial Requirement	20. Petty Cash Fund Replenishment Summary (Annex A-20)	Mandatory				Leonor Santos-ProcD	
EPMS-505	Reportorial Requirement	21. Summary of Unliquidated Cash Advances (Annex A-21)	Mandatory				Leonor Santos-ProcD	
EPMS-506	Reportorial Requirement	22. Summary of Disbursement Order amounting to 100k and above (Annex A-22)	Mandatory				Marichu Capon-FAD	
EPMS-507	Reportorial Requirement	23. Total Bidding Fees (Annex A-23)	Mandatory				Remedios Lacaden- HOBAC Secretariat Unit	

EPMS-508	Reportorial Requirement	24. Pending Projects for Post-Qualification/Evaluation (Weekly) (Annex A-24)	Mandatory				Remedios Lacaden-HOBAC Secretariat Unit	
EPMS-509	Reportorial Requirement	25. Performance Report (Annex A-25)	Mandatory				Kristi Ann Rutab-ProcD Remedios Lacaden-HOBAC Secretariat Unit	
EPMS-510	Reportorial Requirement	26. Schedule of Paid Disbursement Orders (Annex A-26)	Mandatory				Leonor Santos-ProcD	
EPMS-511	Reportorial Requirement	27. Schedule of Unpaid Disbursement Orders(Annex A-27)	Mandatory				Leonor Santos-ProcD	
EPMS-512	Reportorial Requirement	28. Schedule of Paid Invoices (Annex A-28)	Mandatory				Leonor Santos-ProcD	
EPMS-513	Reportorial Requirement	29. Schedule of Unpaid Invoices (Annex A-29)	Mandatory				Leonor Santos-ProcD	
EPMS-514	Reportorial Requirement	30. Total Liquidated Damages for the Month (Annex A-30)	Mandatory				Leonor Santos-ProcD	
EPMS-515	Reportorial Requirement	31. Disbursement Orders with Retention Fee (Annex A-31)	Mandatory				Leonor Santos-ProcD	
EPMS-516	Reportorial Requirement	32. Pending BAC Action Sheet (Annex A-32)	Mandatory				Remedios Lacaden-HOBAC Secretariat Unit	
EPMS-517	Reportorial Requirement	33. Pending Projects for Pre-bid, Bid Opening and for Endorsement for Award Preparation per BAC and Bankwide (Annex A-33)	Mandatory				Remedios Lacaden-HOBAC Secretariat Unit	
EPMS-518	Reportorial Requirement	34. History per Purchase Order (complete cycle) (Annex A-34)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-519	Reportorial Requirement	35. Requisition History (Annex A-35)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-520	Reportorial Requirement	36. Turnaround Time at Various Stages of a Particular Procurement Project/Transaction (Annex A-36)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-521	Reportorial Requirement	37. Schedule of Warranty Security (Annex A-37)	Mandatory				Leonor Santos-ProcD	
EPMS-522	Reportorial Requirement	38. Aging of Contracts (Annex A-38)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-523	Reportorial Requirement	39. List of Assets for Replacement (Annex A-39)	Mandatory				Kristi Ann Rutab-ProcD Edilyn Real- FMD	
EPMS-524	Reportorial Requirement	40. Acquisition - Approved Transaction (Annex A-40)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-525	Reportorial Requirement	41. Transfer- Approved Transaction (Annex A-41)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-526	Reportorial Requirement	42. Disposal- Approved Transaction (Annex A-42)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-527	Reportorial Requirement	43. Schedule of Fixed Assets (Annex A-43)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-528	Reportorial Requirement	44. Adjustment- Approved Transaction (Annex A-44)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-529	Reportorial Requirement	45. Schedule of Other Intangible Assets (Annex A-45)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	

EPMS-530	Reportorial Requirement	46. Monthly Depreciation Details (Annex A-46)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-531	Reportorial Requirement	47. Monthly Depreciation Summary (Annex A-47)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-532	Reportorial Requirement	48. Masterlist Summary Report (Annex A-48)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-533	Reportorial Requirement	49. Schedule of Bank Premises, Furniture, Fixtures, Equipment and Other Intangible Assets (Annex A-49)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-534	Reportorial Requirement	50. Schedule of Bank Premises Furniture, Fixtures & Equipment- As of Quarter End (Annex A-50)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-535	Reportorial Requirement	51. Schedule of Additions , Disposal & Adjustment (Annex A-51)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-536	Reportorial Requirement	52. Schedule of Miscellaneous Asset- Others (Unserviceable FAs) (Annex A-52)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD Edilyn Real-FMD	
EPMS-537	Reportorial Requirement	53. Summary of Monthly Transactions per Account (Annex A-53)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-538	Reportorial Requirement	54. Monthly Schedule of Fixed Assets by RC (Annex A-54)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-539	Reportorial Requirement	55. Fixed Asset Totals (Annex A-55)	Mandatory				Rowena Arevalo-AAD Celeste Bautista-AAD	
EPMS-540	Reportorial Requirement	On-Demand Reports (Including Semi-expendable Asset) 56. List of Accountability per Employee (Annex A-56)	Mandatory				Edilyn Real-FMD	
EPMS-541	Reportorial Requirement	57. Physical Inventory List CYxxxx (per Dept and All Depts/per Status/excluding Intangible Assets) (Annex A-57)	Mandatory				Edilyn Real-FMD	
EPMS-542	Reportorial Requirement	58. Change of Asset Status - Approved Transaction (Annex A-58)	Mandatory				Edilyn Real-FMD	
EPMS-543	Reportorial Requirement	59. Daily Insurance Report (Annex A-59)	Mandatory				Edilyn Real-FMD	
EPMS-544	Reportorial Requirement	60. Report on Contract Extension (Annex A-60)	Mandatory				Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-545	Reportorial Requirement	61. Supplier Discount Report (Annex A-61)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-546	Reportorial Requirement	62. Performance and Bid Securities under Landbank Insurance Brokerage Incorporated (LIBI) (Annex A-62)	Mandatory				Remedios Lacaden- HOBAC Secretariat Unit Leonor Santor-ProcD	
EPMS-547	Reportorial Requirement	63. Supplier Performance Report (Annex A-63)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-548	Reportorial Requirement	64. Unit/Dept/ Branch Approved OPEX budget (Annex A-64)	Mandatory				Rocky Gumiran-AAD	
EPMS-549	Reportorial Requirement	65. Unit/Dept/ Branch Approved CAPEX budget (Annex A-65)	Mandatory				Rocky Gumiran-AAD	
EPMS-550	Reportorial Requirement	66. Sectoral Operations Expenses Budget (Annex A-66)	Mandatory				Rocky Gumiran-AAD	
EPMS-551	Reportorial Requirement	67. Sectoral Capital Expenditures Budget (Annex A-67)	Mandatory				Rocky Gumiran-AAD	

EPMS-552	Reportorial Requirement	68. Contract Monitoring Report (Annex A-68)	Mandatory				Kristi Ann Rutab-ProcD Wylene Mari Agua-SLCD	
EPMS-553	Reportorial Requirement	69. Bid Security Monitoring Report (Annex A-69)	Mandatory				Remedios Lacaden- HOBAC Secretariat Unit	
EPMS-554	Reportorial Requirement	70. List of Assets for Disposal (Annex A-70)	Mandatory				Edilyn Real-FMD	
EPMS-555	Reportorial Requirement	71. Supply Monitoring Report (Annex A-71)	Mandatory				Don Cariaga-ProcD Kristi Ann Rutab-ProcD	
EPMS-556	Reportorial Requirement	72. Schedule of Major Repairs (Annex A-72)	Mandatory				Felymarie Pawid-FAD Rowena Arevalo-AAD	
EPMS-557	Reportorial Requirement	73. Monthly Status Report (Per Team) (Annex A-73)	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-558	Reportorial Requirement	74. Supplies Inventory Monitoring Report (Annex A-74)	Mandatory				Don Cariaga-ProcD Kristi Ann Rutab-ProcD	
EPMS-559	Reportorial Requirement	75. Computation of Reorder Point and Reorder Quantity of Supplies (Annex A-75)	Mandatory				Don Cariaga-ProcD Kristi Ann Rutab-ProcD	
EPMS-560	Reportorial Requirement	76. Accomplishment and Performance Assessment Report (Annex A-76)	Mandatory				Kristi Ann Rutab-ProcD	
3.7 Security Requirements								
EPMS-561	Security Requirement	A valid user ID and at least one of the following authentication methods is needed in order to gain system access: o Something the user knows, such as a password o Something the user has, such as a token device or a smart card o Something the user is, such as a biometric	Mandatory				Lolit Sumaylo-ITSO	
EPMS-562	Security Requirement	The system must incorporate multi-factor authentication for all non-console access of personnel with administrative access.	Mandatory				Dana Rose Rosal- ISTRMD	
EPMS-563	Security Requirement	The User ID shall be unique.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-564	Security Requirement	The User ID shall not be case-sensitive.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-565	Security Requirement	The User ID shall be alphabetic, numeric or alphanumeric characters.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-566	Security Requirement	The password shall have a combination of alphabetic and numeric characters except when input device is limited to a numeric keypad.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-567	Security Requirement	The password shall be different from user ID.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-568	Security Requirement	The password shall be case-sensitive.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-569	Security Requirement	The password shall not be readable when entered, displayed, and stored.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-570	Security Requirement	The password shall not be readable during transmission and storage.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-571	Security Requirement	The password shall require to be changed at initial logon and after resetting by an administrator.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-572	Security Requirement	The user shall have a facility to change own password when desired.	Mandatory				Lolit Sumaylo-ITSO	

EPMS-573	Security Requirement	The system shall have fields for setting the necessary parameters concerning the following user ID, password (if used for authentication) and logon properties/controls. An admin user shall be able to set and modify the needed values. a. The user ID shall be a minimum of 4 characters	Mandatory				Lolit Sumaylo-ITSO	
EPMS-574	Security Requirement	b. The user ID shall be automatically locked after three consecutive unsuccessful login attempts (e.g. disable in status). Locked out ID needs to be lifted by an administrator/authorized user to make the ID usable again.	Mandatory				Lolit Sumaylo-ITSO	
EPMS-575	Security Requirement	c. Re-logon is required if the user/session is inactive for more than 15 minutes	Mandatory				Lolit Sumaylo-ITSO	
EPMS-576	Security Requirement	d. The password shall have a minimum length of 6 characters	Mandatory				Lolit Sumaylo-ITSO	
EPMS-577	Security Requirement	e. The password shall expire and need to be changed by the user in 90 days from the date of last change	Mandatory				Lolit Sumaylo-ITSO	
EPMS-578	Security Requirement	f. The password shall be different from a number of last password(s)	Mandatory				Lolit Sumaylo-ITSO	
EPMS-579	Security Requirement	g. The user ID shall be deactivated based on the number of days of inactivity. An intervention by an administrator is required to make the User ID usable	Recommended				Lolit Sumaylo-ITSO	
EPMS-580	Security Requirement	h. The system shall have a setting for inactivity period, i.e., the number of days of inactivity (90 days) before a user ID becomes deactivated in status and unable to access the system; An intervention by an administrator is required to make the User ID usable	Mandatory				Lolit Sumaylo-ITSO Dana Rose Rosal-ISTRMD	
EPMS-581	Security Requirement	All non-console access for personnel with administrative access and for all remote network access (both user and administrator) originating from outside the entity's network shall require multi-factor authentication	Mandatory				Dana Rose Rosal-ISTRMD	
EPMS-582	Security Requirement	Administrator activities shall be captured and logged: · log-on/log-off (i.e., date, time, user ID, key event details)	Mandatory				Dana Rose Rosal-ISTRMD	
EPMS-583	Security Requirement	· system access attempts (i.e., denied/rejected)	Mandatory				Dana Rose Rosal-ISTRMD	
EPMS-584	Security Requirement	· Access to all audit trails Example: Activity of user who access audit trails (e.g., date/time, user ID/name)	Mandatory				Dana Rose Rosal-ISTRMD	
EPMS-585	Security Requirement	· change security parameters/rules	Mandatory				Dana Rose Rosal-ISTRMD	
EPMS-586	Security Requirement	· add/delete/update users and resources (e.g., system users, installation or configuration of devices)	Mandatory				Dana Rose Rosal-ISTRMD	
EPMS-587	Security Requirement	· Initialization, stopping, or pausing of the audit logs	Mandatory				Dana Rose Rosal-ISTRMD	
EPMS-588	Security Requirement	· Creation and deletion of system-level objects Example: Executable files, database files	Mandatory				Dana Rose Rosal-ISTRMD	

EPMS-589	Security Requirement	For each security event , the audit trail entries shall record the following: · User identification	Mandatory				Dana Rose Rosal-ISTRMD		
EPMS-590	Security Requirement	· Type of event	Mandatory				Dana Rose Rosal-ISTRMD		
EPMS-591	Security Requirement	· Date and time	Mandatory				Dana Rose Rosal-ISTRMD		
EPMS-592	Security Requirement	· Success or failure indication	Mandatory				Dana Rose Rosal-ISTRMD		
EPMS-593	Security Requirement	· Origination of event (i.e., IP address or terminal ID, hostname)	Mandatory				Dana Rose Rosal-ISTRMD		
EPMS-594	Security Requirement	· Identity of name or affected data, system component, or resource	Mandatory				Dana Rose Rosal-ISTRMD		
EPMS-595	Security Requirement	· Transaction Type/Menu/Transaction Code	Mandatory				Dana Rose Rosal-ISTRMD		
EPMS-596	Security Requirement	The changing of default/super ID password must not affect system operations.	Mandatory				Lolit Sumaylo-ITSO		
EPMS-597	Security Requirement	The system shall have an access control system that is set to "deny all" unless specifically allowed. An administrator shall grant access based on user function/role.	Mandatory				Lolit Sumaylo-ITSO		
EPMS-598	Security Requirement	The system shall have facility for the following security administration functions: a. Set and modify values assigned to ID, password and logon properties/controls (as identified above)	Mandatory				Lolit Sumaylo-ITSO		
EPMS-599	Security Requirement	b. Addition, modification and deletion of User Role/ Group. <i>The User Role or Group refers to a collection of permissions to view/update/delete transactions and reports.</i>	Mandatory				Lolit Sumaylo-ITSO		
EPMS-600	Security Requirement	c. Addition, assignment to a User Role/Group and deletion of user	Mandatory				Lolit Sumaylo-ITSO		
EPMS-601	Security Requirement	d. Modification of user record (e.g., Name or assigned User Role/ Group)	Mandatory				Lolit Sumaylo-ITSO		
EPMS-602	Security Requirement	e. Search/query/find – to facilitate locating specific user ID or User Profile/Group	Mandatory				Lolit Sumaylo-ITSO		
EPMS-603	Security Requirement	f. Resetting of user password	Mandatory				Lolit Sumaylo-ITSO		
EPMS-604	Security Requirement	g. Unlocking of User ID	Mandatory				Lolit Sumaylo-ITSO		
EPMS-605	Security Requirement	h. Manual deactivation of user ID	Recommended				Lolit Sumaylo-ITSO		
EPMS-606	Security Requirement	Generate List of System Users (all and per User Unit/Department/Location) with the following details: a. User ID	Mandatory				Lolit Sumaylo-ITSO		
EPMS-607	Security Requirement	b. User Name	Mandatory				Lolit Sumaylo-ITSO		
EPMS-608	Security Requirement	c. User Role/Group	Mandatory				Lolit Sumaylo-ITSO		
EPMS-609	Security Requirement	d. User Unit/Department	Mandatory				Lolit Sumaylo-ITSO		
EPMS-610	Security Requirement	e. Status	Mandatory				Lolit Sumaylo-ITSO		

EPMS-611	Security Requirement	f. Date of Last Logon	Recommended				Lolit Sumaylo-ITSO	
EPMS-612	Security Requirement	The system shall be able to encrypt information during transmission Business Rule: Use strong cryptography and security protocols to safeguard information during transmission over open, public networks. Examples of open, public networks include but are not limited to the Internet; wireless technologies, including 802.11 and Bluetooth; cellular technologies, for example, Global System for Mobile communications (GSM), Code division multiple access (CDMA); and General Packet Radio Service (GPRS).	MANDATORY				Dana Rose Rosal-ISTRMD	
3.8 Audit Requirements								
EPMS-613	Audit Requirement	The system shall be able to log all users (i.e., Application Administrator, Security Administrator, System Administrator and Transaction processors) activities and information such as but not limited to the following: a. Date and Time of user log-in and log-off	Mandatory				Aimee Yu- HOSTAD	
EPMS-614	Audit Requirement	b. User ID and name	Mandatory				Aimee Yu- HOSTAD	
EPMS-615	Audit Requirement	c. Date and time of activity done in the system	Mandatory				Aimee Yu- HOSTAD	
EPMS-616	Audit Requirement	d. Description of the activity done in the system (e.g., change of password, enrolment of users, etc.)	Mandatory				Aimee Yu- HOSTAD	
EPMS-617	Audit Requirement	e. Terminal ID/IP Address/Computer Name (whichever is applicable)	Mandatory				Aimee Yu- HOSTAD	
EPMS-618	Audit Requirement	f. Value before	Mandatory				Aimee Yu- HOSTAD	
EPMS-619	Audit Requirement	g. Value After	Mandatory				Aimee Yu- HOSTAD	
EPMS-620	Audit Requirement	h. Remarks/Status (e.g., successful login, locked ID, etc.)	Mandatory				Aimee Yu- HOSTAD	
EPMS-621	Audit Requirement	The system shall be able to generate, display, and print audit trail report based on the range of the selected data.	Mandatory				Aimee Yu- HOSTAD	
EPMS-622	Audit Requirement	The system shall be able to log transactions, meaning all successful, cancelled and rejected transactions should be accounted for.	Mandatory				Aimee Yu- HOSTAD	
EPMS-623	Audit Requirement	The system shall have the facility to store and retrieve Audit Trail data of all user activities.	Mandatory				Aimee Yu- HOSTAD	
EPMS-624	Audit Requirement	The system shall have a facility to monitor system usability/availability (e.g., no. of people currently connected to the system, etc.).	Mandatory				Aimee Yu- HOSTAD	
3.9 Miscellaneous Requirements								
EPMS-625	Miscellaneous Requirement	The vendor shall conduct training for system and application administration, security, users and interface development.	Mandatory				Kristi Ann Rutab-ProcD	
EPMS-626	Miscellaneous Requirement	The Bank shall be provided with a Technical Specifications Document (TSD) or its equivalent document.	Mandatory				Technical Team	

EPMS-627	Miscellaneous Requirement	The Bank shall be provided with Manuals/Documentations to continue maintainability of the system. For Example: • Server Hardware/ Software Installation Procedures • Applicable administration/ housekeeping routines • Problem Management Procedures, including documentation on System Errors, Messages and Codes (e.g. Quick Fix/Troubleshooting Guide) • Capacity planning • Vendor support contact details • Maintenance Contract • Service Level Agreement • Technical/System Manual • Data Flow Diagrams • Data Dictionary • Manual for Security Administration	Mandatory				Ronaldo Buenaventura-ITPMD	
EPMS-628	Miscellaneous Requirement	The Bank shall be provided with the following documentations before implementation: a. System backup b. Database backup	Mandatory				Technical Team	
EPMS-629	Miscellaneous Requirement	The Bank shall be provided with a System Integration Testing (SIT) Certification or its equivalent document.	Mandatory				Ronaldo Buenaventura-ITPMD	
EPMS-630	Miscellaneous Requirement	The Bank shall be provided with a Product/Generic User's Manual or its equivalent document which shall contain Operating Procedures.	Mandatory				Ronaldo Buenaventura-ITPMD	
EPMS-631	Miscellaneous Requirement	The Bank shall be provided with an Application Maintenance Manual or equivalent document.	Mandatory				Technical Team	
EPMS-632	Miscellaneous Requirement	The Bank shall be provided with a Technical Implementation Plan or its equivalent document.	Mandatory				Technical Team	
EPMS-633	Miscellaneous Requirement	The vendor shall provide a document which shall contain procedures on system customization (e.g., system set-up, etc.).	Mandatory				Ronaldo Buenaventura-ITPMD	
EPMS-634	Miscellaneous Requirement	The vendor shall provide inputs to the Bank's documentary requirements (e.g., UAT Plan, Data Migration Plan, Deployment Plan and etc).	Mandatory				Ronaldo Buenaventura-ITPMD	

The diagram illustrates the Enterprise Procurement Management System (EPMS) as a central hub connecting various stakeholders and systems. The central EPMS is represented by a computer monitor icon. It is connected to the following entities and data flows:

- Requisitioning Unit:** Connected via "Procurement Requisition Status, Contract Expiry" and "Procurement Requisition Status, Contract Expiry".
- FMD:** Connected via "Asset Management", "Asset QR Code, Reports", and "Employee Information Hand Off File".
- NHRIS:** Connected via "Employee Information Hand Off File".
- SL:** Connected via "Employee Accountability Hand Off File" and "Hand Off File (e.g., DO details)".
- BAC Secretariat:** Connected via "PPMP/APP, tendering details, award details, HOBAC agenda, Asset Management" and "Reports, procurement status".
- Budget Certification, Asset Management:** Connected via "Budget Certification, Asset Management".
- Reports:** Connected via "Reports".
- Hand Off File (Fixed Asset):** Connected via "Hand Off File (Fixed Asset)".
- Procurement Details, Delivery & Inventory Details, Performance Details:** Connected via "Procurement Details, Delivery & Inventory Details, Performance Details".
- Reports, Procurement Status, Performance Rating:** Connected via "Reports, Procurement Status, Performance Rating".
- Hyperlink/Redirection to Bidding Documents:** Connected via "Hyperlink/Redirection to Bidding Documents".
- Hand Off File (Requisition of Commercial and Personal Check):** Connected via "Hand Off File (Requisition of Commercial and Personal Check)".
- Hand Off File (Fixed Asset):** Connected via "Hand Off File (Fixed Asset)".
- Hand Off File (Requisition of MDS and Managers Check):** Connected via "Hand Off File (Requisition of MDS and Managers Check)".
- Withholding Tax on Payments to supplier Hand-Off File:** Connected via "Withholding Tax on Payments to supplier Hand-Off File".
- API Connectivity:** Connected via "API Connectivity".
- QR Code:** Connected via "QR Code".
- Code Reader Device:** Connected via "Code Reader Device".
- API Ready Systems:** Connected via "API Ready Systems".
- BTRems:** Connected via "BTRems".
- RQAF:** Connected via "RQAF".
- FMS:** Connected via "FMS".