



**PURCHASE REQUEST**

Date: 07 May 2024

PR No.

**24-0051**

**FORM 6**

Item No.	Quantity	Unit	Item Description	Estimated Cost (Php)	Approved Budget for the Contract (Php)
	1	Lot	<b>Agile Software Development and Project Management Tool for the Governance Commission for GOCCs (GCG)</b>  <i>Note: The winning bidder shall be subjected to the evaluation by the end-user after the implementation of the project.</i>  <i>(please see attached Terms of Reference for details)</i>  xxxxx Nothing Follows xxxxx	180,000.00	180,000.00
<b>TOTAL:</b>					<b>180,000.00</b>

Purpose: **To ensure that the development of information systems are effectively monitored, updated, and supported to meet the needs and objectives of the Governance Commission.**

Requesting Party:

Approved by:

Signature:   
 Printed Name: **Analyn O. Balderas**  
 Designation: **Information Technology Officer III**

  
**Jaypee O. Abesamis**  
 Director IV, SCITO

**GOVERNANCE COMMISSION FOR GOCCs  
 ALLOTTED**

R.A. No. 11936 - HANAPRO # \_\_\_\_\_

Fund Available:  General ( ) Special ( ) Trust ( )

Function Project 100010001  
5029907001 - lot software subscription



**GCG** Received by: Meilba Noval  
**PMD** Receipt date: 17 July 2024



## TERMS OF REFERENCE

### ONE (1) LOT AGILE SOFTWARE DEVELOPMENT AND PROJECT MANAGEMENT TOOL FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG)

#### 1. LICENSE SUBSCRIPTION REQUIREMENTS

- 1.1. The bidder must provide an annual license subscription of the existing Agile Software Development and Project Management Tool (JIRA) for fifteen (15) users.
- 1.2. The bidder must provide the existing JIRA and satisfies the minimum requirements and specifications below.
  - 1.2.1. Has pre-defined workflows suitable for software development projects but also allows custom workflows.
  - 1.2.2. Has Scrum and Kanban dashboards but also offers customized dashboards.
  - 1.2.3. Be able to track progress of projects.
  - 1.2.4. Has extensive reporting features to check progress of projects and sprints.
  - 1.2.5. Has search engine to easily search for issues/tickets.
  - 1.2.6. Accessible via computer and mobile devices.
  - 1.2.7. Has an export feature for exporting existing JIRA projects.
- 1.3. The bidder must provide JIRA Support during the twelve (12) months subscription period as specified:
  - 1.3.1. service desk support via email or online chat portal;
  - 1.3.2. at least twenty-four (24) hours response time upon receipt of issue escalation;
  - 1.3.3. procedures on support and issue escalation; and
  - 1.3.4. service report for every resolved escalated issue.

#### 2. BUDGET REQUIREMENTS

- 2.1. The budget for One (1) Lot Agile Software Development and Project Management Tool for the Governance Commission for GOCCs (GCG) is One Hundred Eighty Thousand Pesos Only (₱180,000.00).

#### 3. BIDDER REQUIREMENTS

- 3.1. Must have a local technical support team.
- 3.2. The bidder must be a Platinum PhilGEPS registered supplier.
- 3.3. Subcontractors are prohibited.

#### **4. TERMS OF PAYMENT**

- 4.1. The payment shall be made on a one-time basis after the activation and deployment of the required licenses.
- 4.2. Provided further that payment shall be made within twenty (20) working days upon receipt of complete documents such as billing statement/statement of account, and other pertinent documents.

#### **5. CONFIDENTIALITY**

- 5.1. Information or rights acquired and obtained from the GCG, including but not limited to any and all obligations prior to the termination or expiration hereof and provisions on confidentiality and proprietary rights, will remain in effect after termination of the services rendered to the GCG. Hence, the undertaking of the bidder not to disclose and to keep information confidential shall subsist even after the expiration or termination of its obligation to the GCG nor can the bidder, at any time, disclose items mentioned or enumerated in Section 6.2 or any information it acquires by virtue of the contract which the GCG deems confidential.
- 5.2. Records, documents, reports, and relevant data such as diagrams, plans, designs, estimates, specifications, and other supporting records of materials compiled and prepared in the courses of the performance of the services shall be absolute properties of GCG and shall not be used by the bidder for purposes not related to this agreement without prior written approval of GCG. Copies of such documents as required in this TOR shall be turned over to GCG upon completion of the project except that the bidder shall have the right to retain a copy of the same.

#### **6. DELIVERY AND IMPLEMENTATION SCHEDULE**

- 6.1. The delivery and activation of proposed license subscription must be completed within thirty (30) calendar days from the receipt of the Notice to Proceed.
- 6.2. The bidder shall be subjected to the evaluation by the end-user after the implementation of the project.