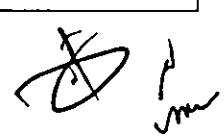


BID BULLETIN NO. 01

**Procurement of Consulting Services for the Business Process Review and Readiness Assessment and Assistance for PhilHealth Digitalization Transformation in Preparation for the Adoption of Philippine Financial Reporting Standards 17,9 and other Applicable Standards
(REI No. PFRS 2024-01-CS)**

In accordance with Republic Act 9184, this bid bulletin is hereby issued to amend and/or to clarify the following provisions of the Eligibility Documents on the Bidding for the Procurement of Consulting Services for the Business Process Review and Readiness Assessment and Assistance for PhilHealth Digitalization Transformation in Preparation for the Adoption of Philippine Financial Reporting Standards 17,9 and other Applicable Standards with REI No. PFRS 2024-01-CS, viz:

PROVISIONS	AMENDMENTS / CLARIFICATIONS
<p>Title Page Page 1</p> <p align="center">(IB No. PFRS 2024-01-CS)</p>	<p>The BAC CS & INFRA and End-User would like to inform the bidders of the following amendments and clarifications</p> <p>The project reference in the Eligibility Documents is amended:</p> <p align="center">(REI No. PFRS 2024-01-CS)</p>
<p>Section I. Request for Expression of Interest Page 7</p> <p align="center">REQUEST FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF CONSULTING SERVICES FOR THE BUSINESS PROCESS REVIEW AND READINESS ASSESSMENT AND ASSISTANCE FOR PHILHEALTH DIGITALIZATION TRANSFORMATION IN PREPARATION FOR THE ADOPTION OF PHILIPPINE FINANCIAL REPORTING STANDARDS 17,9 AND OTHER APPLICABLE STANDARDS</p> <p align="center">(IB No. PFRS 2024-01-CS)</p> <p>1. <i>The Philippine Health Insurance Corporation, through the CY 2024 Corporate Operating Budget intends to apply the sum of Fourteen Million Eight Hundred Forty-Three Thousand Five Hundred Sixty-Three Pesos and Fifty-Four Centavos (P14,843,563.54) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Consulting Services for the</i></p>	<p align="center">REQUEST FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF CONSULTING SERVICES FOR THE BUSINESS PROCESS REVIEW AND READINESS ASSESSMENT AND ASSISTANCE FOR PHILHEALTH DIGITALIZATION TRANSFORMATION IN PREPARATION FOR THE ADOPTION OF PHILIPPINE FINANCIAL REPORTING STANDARDS 17,9 AND OTHER APPLICABLE STANDARDS</p> <p align="center">(REI No. PFRS 2024-01-CS)</p> <p>1. <i>The Philippine Health Insurance Corporation, through the CY 2024 Corporate Operating Budget intends to apply the sum of Fourteen Million Eight Hundred Forty-Three Thousand Five Hundred Sixty-Three Pesos and Fifty-Four Centavos (P14,843,563.54) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Consulting Services for the</i></p>



Business Process Review and Readiness Assessment and Assistance for PhilHealth Digitalization Transformation in Preparation for the Adoption of Philippine Financial Reporting Standards 17,9 and other Applicable Standards with Invitation to Bid (IB) No. PFRS 2024-01-CS. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

*Business Process Review and Readiness Assessment and Assistance for PhilHealth Digitalization Transformation in Preparation for the Adoption of Philippine Financial Reporting Standards 17,9 and other Applicable Standards with **Request for Expression of Interest (REI)** No. PFRS 2024-01-CS. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.*

The bidder asked the following:

1. If our total estimated effort would significantly exceed the approved budget for the contract, can the budget still be adjusted?

1. No, the Approved Budget for the Contract is fixed amount.

Section III. Eligibility Data Sheet
Page 18/ 27-28

EDS Clause 2.1(a)(ii)

*The statement of all ongoing and completed government and private contracts shall include all such contracts within **Five (5) years (April 19, 2019-April 18, 2024)** prior to the deadline for the submission and receipt of eligibility documents.*

Accomplish the following Annexes:

- Annex "D-1" for all the on-going projects and not yet started.*
- Annex "D-2" for all the completed projects*

The bidder asked the following:

2. Since our private clients are under NDA, we will put a note "Client under NDA" for the name of client and address. Is this acceptable?

2. No, the names and addresses of all ongoing and private contracts shall be included in the statement.

3. Is there a minimum required number of ongoing and completed contracts for both private and government? Or the consultancy firm qualification of at least 5 combined completed or ongoing accounting system digitalization implementation engagements (page 110) will suffice here? (any client-specific details will also be redacted, please confirm if this is acceptable).

3. No minimum required number as long as it is on-going or completed within the specified period (April 19, 2019-April 18, 2024).

<p>4. In the list of all the names and designation of key staff involved in the project, can we include only the key personnel we have proposed in this bid?</p> <p>5. For the ongoing and completed projects, will the signed contracts by both parties suffice even if not notarized?</p> <p>6. For completed projects, what is the alternative supporting documents for the certificate of satisfactory completion and certificate of final acceptance?</p>	<p>4. Yes.</p> <p>5. No. It should be notarized as required in 2.1(a) ii.7 of the Eligibility Documents.</p> <p>6. Official Receipt(s) shall be accepted as an alternative supporting documents for the Certificate of satisfactory completion and certificate of final acceptance.</p>
<p>Section III. Eligibility Data Sheet Page 21</p> <p><i>The criteria and rating system for short listing are:</i></p> <p><i>Company Experience : 40%</i></p> <p><i>Qualification of Personnel : 45%</i></p> <p><i>Current Workload : 15%</i></p> <p>The bidder asked the following:</p> <p>7. The bidder asked how will the current workload be assessed?</p>	<p>7. Current Workload relative to capacity refers to the number of key staff (1 staff per key position) per ongoing projects of the consulting firm as indicated in the list of all ongoing government and private contracts, including contracts awarded but not yet started: projects of the firm or firms in a joint venture, as well as those of the individual personnel to be assigned to the project.</p>
<p>Annex "C"- Key Personnel and their Qualifications</p> <p>Project Manager Experience (3rd Bullet)</p> <ul style="list-style-type: none"> • Must have a working experience as project manager for at least one (1) government agency, involving organizational transformation and business process re-engineering 	

<p>8. The bidder asked if it is possible to relax the requirement on the working experience with the government agency and can it be government or private?</p>	<p>8. The requirement is retained. The government experience involving organizational transformation and business process re-engineering is required since the deliverables include the assessment of the organizational structure.</p>
<p>BIDDING DOCUMENTS Page 29</p> <p>(IB No. PFRS 2024-01-CS)</p>	<p>The project reference in the Bidding Documents is amended:</p> <p>(REI No. PFRS 2024-01-CS)</p>

<p>BIDDING DOCUMENTS Page 73-103</p> <p>Section IV. General Conditions of Contract</p> <p>Section V. Special Conditions of Contract</p> <p>9. The bidder asked if the General conditions of the Contract and Special Conditions of the Contract still negotiable.</p>	<p>9. The General Conditions of the Contract shall not be altered. Any changes and complementary information, which may be needed, shall be introduced only through the Special Conditions of the Contract.</p>
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<p>BIDDING DOCUMENTS III. Expected Outputs and Deliverables Phase 1 Page 109 (Item 8-11)</p> <p>8. <i>Organizational transformation (OT) report, and recommendations on course of subsequent action, including action prioritization and change management strategies.</i></p> <p>9. <i>Report on key areas requiring business process re-engineering, with reference to business impact, organizational transformation and in the context of business process elements in compliance to the UHC Law.</i></p> <p>10. <i>Clear regulatory compliance report with consideration to digitalized data, audit trails & tracked workflow and core system enhancement.</i></p> <p>11. <i>Modular assessment report on departmental study identifying similar processes and information.</i></p>	
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10. The bidder would like to clarify the nature of this report.

Page 107-109

For the following Phase 1 Deliverables

Item 2:

2. Business Process Review Report:

- a. payment and transactions
- b. business accounting entities

Item 4:

Assessment of GL processes and adaptability of GL processes:

- ii. separation of investment books and insurance books;
- iii. transfer pricing across books;
- iv. granularity of accounting for; income and expenses;
- v. state of accrual accounting;
- vii. mirror AR/AP for intermediaries relating to benefits payable and contributions receivable;
- viii. notional accounting for cash and retained earnings

The bidder asked the following:

11. Can you expound how is this related to PFRS 17? If there is no related impact, can we exclude this from the scope?

Phase 1 Deliverables (Page 106-109)

12. Due to the numerous deliverables for Phase 1 for a 3 month duration, would the consultant have the flexibility as to the level of detail of the report as long as it covers the topics enumerated under III. Expected Outputs and Deliverables?

Page 109

Phase 2

12. TOR in the procurement of system needed in the implementation of PFRS 17.

10. Organization and process review in relation to the implementation of PFRS 17 in the government setting.

11. No. All deliverables should be complied as indicated in the expected outputs and deliverables.

12. All deliverables required in phase 1 shall be completed within the 3 months period.

<p>13. The bidder would like to clarify if this is a draft only to be finalized by PhilHealth team.</p> <p>Page 110 Phase 2, Item 14</p> <p><i>14. Continuous supervision and guidance on every milestone until the full implementation of PFRS 17.</i></p> <p>14. Please clarify the specific activities where support should be provided.</p>	<p>13. Finalized TOR shall be delivered.</p> <p>14. Assistance or guidance on the proper execution of the activities in the course of adoption of PFRS 17.</p>
<p>BIDDING DOCUMENTS Section VI. Terms of Reference IV. Qualifications Page 110 The Consultancy Firm:</p> <p>The bidder asked the following:</p> <p>15. For the consultancy firm qualifications, what are the specific supporting documents that PhilHealth will require?</p> <p>The Key Personnel:</p> <p><i>The list of "Key Personnel" to be assigned to this project shall be submitted indicating their full name/s (Last Name, First Name, Middle Name) along with their role/s (e.g. Project Manager), <u>each role/s must have a full-time named manpower resource per the number specified.</u> The number of key personnel per above matrix is the minimum requirement, except for the Project Manager.</i></p> <p>16. Does this mean that we provide the time equivalent or each personnel should be full time to this project?</p>	<p>15. This will be discussed in the Pre-Bid Conference.</p> <p>16. Each personnel should be fulltime to the project.</p>

<p>BIDDING DOCUMENTS Section VI. Terms of Reference Page 114 V. Payment Terms</p> <p>The bidder asked the following:</p> <p>17. Since the Phase 2 project is highly dependent on the vendor's timeline, if the vendor states that their timeline is beyond 9 months, would there be a proportional increase in the payment?</p>	<p>17. No. it is a fixed cost contract.</p>
<p>BIDDING DOCUMENTS Section VI. Terms of Reference Page 114 VI. Project Duration</p> <p><i>The total project duration is three (3) months for Phase 1 and nine (9) months for Phase 2, exclusive of time provided for review of output and acceptance by PhilHealth, but in case of substantial unanticipated deliverables which are not included in this terms of reference then a contiguous contract shall be undertaken subject to agreement of the parties and procurement rules and regulations.</i></p> <p>18. The bidder inquired if there is any flexibility in the project duration.</p>	<p>18. None.</p>
<p>Annex "A" Checklist of the Eligibility Documents</p> <p>Item 5. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae. Statement shall be supported by the following documents:</p> <ol style="list-style-type: none"> 1. Curriculum vitae with list relevant trainings 2. Copy of professional license; and 3. Certificate of degree and other relevant trainings. 	<p>Statement shall be supported by the following documents:</p> <ol style="list-style-type: none"> 1. Original Curriculum vitae with list relevant trainings 2. Certified True Copy of professional license; and 3. Certified True Copy Certificate of degree and other relevant trainings.

<p>Additional questions/clarifications from the bidder:</p> <p>19. Can a representative (company in the Philippines) of the foreign company have its legal documents locally used including ongoing projects but not the completed contracts as it will be coming from abroad.</p> <p>20. Can we use the credentials of the Foreign company via certificate representing them?</p>	<p>19. They must enter into a Joint Venture Agreement which allows that any of the co-venturers shall submit the technical documents where the completed contracts is included.</p> <p>20. Only if the foreign company is a bidder or in a joint venture as a bidder.</p>
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REMINDERS:

The BAC-CS & INFRA would like to remind the Bidders to **ensure the completeness of their submitted documents prior to actual submission of their bid based on the Eligibility requirements.**

The submission of eligibility documents will be on or before **19 April 2024 (Friday), 10:30 A.M.** Likewise, **Opening of Eligibility Documents** will commence on the said date and time.

Bidders who obtained the eligibility documents for this project but would not submit their respective bid proposals on **19 April 2024 must submit a letter of non-participation** stating their reasons to the Secretariat for the Bids and Awards Committees (SBAC) **on or before 10:30 A.M. of 19 April 2024 (Friday).**

Issued this **16th day of April 2024.**

J. Aragona
SVP JOVITA V. ARAGONA
 Chairperson, BAC-CS & INFRA

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