



REPUBLIC OF THE PHILIPPINES  
PRESIDENTIAL COMMUNICATIONS OFFICE  
**APO PRODUCTION UNIT, INC.**



**SUPPLEMENTAL/BID BULLETIN**

Procurement of a Cloud-Based Enterprise Resource Planning (ERP) System with HRIS  
Software (PB-25-23)  
24 November 2023

This addendum No. 1 is issued to clarify, modify, and amend items in the Bidding Documents specifically in Technical Specifications. Accordingly, this shall form an integral part of the Bid Documents:

PAGES	PARTICULARS	FROM	TO
		ORIGINAL PROVISION	AMENDED PROVISION
32-40	<b>Section VII. Technical Specifications</b>	Attached as Annex " <u><b>A</b></u> "	

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ORIGINAL PROVISION	AMENDED PROVISION
<p data-bbox="169 266 1303 347"><b>PROCUREMENT OF A CLOUD-BASED ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM WITH HRIS SOFTWARE</b></p> <p data-bbox="642 423 832 451"><i>XXX XXX XXX</i></p> <p data-bbox="132 527 488 557"><b>III. SCOPE OF WORK:</b></p> <p data-bbox="181 597 707 626"><b>A. IMPLEMENTATION AND DEPLOYMENT</b></p> <p data-bbox="259 662 550 691"><b>1. Project Planning:</b></p> <p data-bbox="336 732 1348 862">The contractor is expected to undertake a current state assessment of the APO’s existing business process and prepare Project Plan and Schedule (Approach and methodologies in undertaking the project) and submit the same to APO for review and approval.</p> <p data-bbox="336 899 1113 928">Part and parcel of the deliverables of the contractor are as follows:</p> <ul data-bbox="336 932 847 997" style="list-style-type: none"><li>a) Preliminary plans and Project Schedule</li><li>b) Final plans and Project Schedule</li></ul> <p data-bbox="336 1034 1348 1164">The contractor has the responsibility to formulate an appropriate detailed work program, manning schedule and activity matrix of key and support personnel that will be assigned to complete the delivery of the system which shall be submitted as part of the final project plan.</p> <p data-bbox="259 1310 662 1339"><b>2. Business Process Analysis:</b></p>	<p data-bbox="1435 266 2344 386"><b>PROCUREMENT OF A CLOUD-BASED ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM WITH HRIS SOFTWARE</b></p> <p data-bbox="1854 436 2043 464"><i>XXX XXX XXX</i></p> <p data-bbox="1440 535 1771 565"><b>III. SCOPE OF WORK:</b></p> <p data-bbox="1440 605 1936 634"><b>A. IMPLEMENTATION AND DEPLOYMENT</b></p> <p data-bbox="1542 670 1834 699"><b>1. Project Planning:</b></p> <p data-bbox="1619 740 2382 902">The contractor is expected to undertake a current state assessment of the APO’s existing business process and prepare Project Plan and Schedule (Approach and methodologies in undertaking the project) and submit the same to APO for review and approval.</p> <p data-bbox="1619 940 2295 1005">Part and parcel of the deliverables of the contractor are as follows:</p> <ul data-bbox="1619 1008 2130 1073" style="list-style-type: none"><li>c) Preliminary plans and Project Schedule</li><li>d) Final plans and Project Schedule</li></ul> <p data-bbox="1619 1110 2382 1273">The contractor has the responsibility to formulate an appropriate detailed work program, manning schedule and activity matrix of key and support personnel that will be assigned to complete the delivery of the system which shall be submitted as part of the final project plan.</p> <p data-bbox="1542 1310 1946 1339"><b>2. Business Process Analysis:</b></p>

<p>The contractor prepares a Business Process Blueprint (covering all ‘To-Be’ processes) based on the results of the analysis of APO’s requirements.</p> <p>The contractor shall provide a Detailed Business Blueprint document to APO with the following details:</p> <ul style="list-style-type: none"><li>a) The scope and output of the project will be an integrated system that will support the processes/functions attached as “Annex A.”</li><li>b) Detailed scoping and module specifications will be finalized by the contractor’s Project Team and APO’s Implementation Team during Blueprinting Phase.</li></ul> <p>The Business Process Analysis Activities shall include the following:</p> <ul style="list-style-type: none"><li>a) The contractor shall conceptualize, develop, and align the business blueprint in accordance with the functional and performance specification and present Blueprint, inclusive of any updates, to APO for review and approval, and</li><li>b) Submission of approved final Business Blueprint duly approved by APO</li></ul> <p><b>3. System Configuration and Master Data Migration:</b></p> <p>In this phase, the contractor shall develop and prepare the modules based on the duly approved Business Blueprint of APO.</p> <p>The System Configuration and Master Data Migration Activities</p> <p><b>a) System configuration.</b></p>	<p>The contractor prepares a Business Process Blueprint (covering all ‘To-Be’ processes) based on the results of the analysis of APO’s requirements.</p> <p>The contractor shall provide a Detailed Business Blueprint document to APO with the following details:</p> <ul style="list-style-type: none"><li>a) The scope and output of the project will be an integrated system that will support the processes/functions attached as “Annex A.”</li><li>b) Detailed scoping and module specifications will be finalized by the contractor’s Project Team and APO’s Implementation Team during Blueprinting Phase.</li></ul> <p>The Business Process Analysis Activities shall include the following:</p> <ul style="list-style-type: none"><li>a) The contractor shall conceptualize, develop, and align the business blueprint in accordance with the functional and performance specification and present Blueprint, inclusive of any updates, to APO for review and approval, and</li><li>b) Submission of approved final Business Blueprint duly approved by APO</li></ul> <p><b>3. System Configuration and Master Data Migration:</b></p> <p>In this phase, the contractor shall develop and prepare the modules based on the duly approved Business Blueprint of APO.</p> <p>The System Configuration and Master Data Migration Activities</p> <p><b>a) System configuration.</b></p>
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<p>The contractor shall initialize and configure the entire ERP system.</p> <p><b>b) Data Build-Up and Master Data Migration</b> The contractor shall upload and migrate all the necessary masterlist of the APO organization to include but not limited to, Clients' Masterlist, Price and Suppliers' Masterlist, Products' Masterlist, Employees' Masterlist and Inventory's Masterlist which shall be used as the database for the ERP system.</p> <p><b>4. Testing and Trainings:</b>  This phase includes activities to prepare the users and the system before going live.</p> <p><b>a) Testing:</b>  The contractor shall conduct the following testing methodologies:</p> <p><b>a.1. Functional testing:</b>  The contractor shall ensure that each individual function of the ERP system is working as expected and in accordance with the required business processes/functions as specified in the Technical Specifications of the project.</p>	<p>The contractor shall initialize and configure the entire ERP system.</p> <p><b>b) Data Build-Up and Master Data Migration</b> The contractor shall upload and migrate all the necessary master list of the APO organization to include but not limited to, Clients' Master list, Price and Suppliers' Master list, Products' Master list, Employees' Master list and Inventory's Master list which shall be used as the database for the ERP system.</p> <p><b>i. The contractor shall conduct a workshop for APO organization on how to accomplish the ERP Templates. The contractor shall upload and migrate all necessary master list of the APO organization based on the accomplished ERP Templates to include but not limited to, Clients' Master list, Price and Suppliers' Master list, Products' Master list, Employees' Master list and Inventory's Master list which shall be used as the database for the ERP system.</b></p> <p><b>4. Testing and Trainings:</b>  This phase includes activities to prepare the users and the system before going live.</p> <p><b>a) Testing:</b> The contractor shall conduct the following testing methodologies:</p> <p><b>a.1. Functional testing:</b>  The contractor shall ensure that each individual function of the ERP system is working as expected and in accordance with the required business processes/functions as specified in the Technical Specifications of the project.</p>
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***a.2. Integration testing:***

The contractor shall test how different components of the ERP system interact with each other.

***a.3. Performance testing:***

The contractor shall test the load, stress, and speed of the ERP system under different conditions.

***a.4. Security testing:***

The contractor shall assess the security of the ERP system and identify any potential vulnerabilities.

***a.5. Usability testing:***

The contractor shall evaluate the user-friendliness of the ERP system.

***a.6. Regression testing:***

The contractor shall ensure that changes made to the ERP system do not introduce any new defects.

***a.7. Scalability testing:***

This contractor shall assess the ability of the ERP system to handle increased workloads and volumes of data.

***a.8 Compliance testing:***

The contractor shall ensure that the ERP system meets all relevant industry and regulatory requirements.

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The contractor shall ensure that the ERP system meets all relevant industry and regulatory requirements.

<p><b>a.9. Acceptance testing:</b></p> <p>APO’s Implementation Team and heads of the end-user offices shall ensure that the ERP system meets their needs and expectations.</p> <p><b>b. Trainings.</b></p> <p>The contractor shall conduct a comprehensive training program for APO personnel which will be categorized as follows:</p> <p><b>b.1. Technical Training:</b></p> <p>This training must be provided to APO’s Implementation Team members on system administration aspects of the ERP system.</p> <p><b>b.2. Functional Training:</b></p> <p>This training must be provided to APO’s Implementation Team members which shall include the following:</p> <ul style="list-style-type: none"><li>b.2.1. Orientation on the ERP system,</li><li>b.2.2.Training in the relevant function/module (mapped to corresponding business processes), and</li><li>b.2.3.Training on how to efficiently provide first-level support to end users and how to run the solution.</li></ul> <p><b>b.3. End User Training:</b></p> <p>The contractor shall provide APO’s Implementation Team members and end-users the following training activities:</p> <ul style="list-style-type: none"><li>b.3.1. Orientation on how to use the ERP system.</li><li>b.3.2.Training on how to carry out their respective daily operations using the ERP system.</li></ul>	<p><b>a.9. Acceptance testing:</b></p> <p>APO’s Implementation Team and heads of the end-user offices shall ensure that the ERP system meets their needs and expectations.</p> <p><b>b) Trainings.</b></p> <p>The contractor shall conduct a comprehensive training program for APO personnel which will be categorized as follows:</p> <p><b>b.1. Technical Training:</b></p> <p>This training must be provided to APO’s Implementation Team members on system administration aspects of the ERP system.</p> <p><b>b.2. Functional Training:</b></p> <p>This training must be provided to APO’s Implementation Team members which shall include the following:</p> <ul style="list-style-type: none"><li>b.2.1. Orientation on the ERP system,</li><li>b.2.2.Training in the relevant function/module (mapped to corresponding business processes), and</li><li>b.2.3.Training on how to efficiently provide first-level support to end users and how to run the solution.</li></ul> <p><b>b.3. End User Training:</b></p> <p>The contractor shall provide APO’s Implementation Team members and end-users the following training activities:</p> <ul style="list-style-type: none"><li>b.3.1. Orientation on how to use the ERP system.</li><li>b.3.2.Training on how to carry out their respective daily operations using the ERP system, including conduct</li></ul>
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<p data-bbox="1771 196 2367 256">of a workshop for APO organization on how to fill in the ERP Opening Balance template..</p> <p data-bbox="184 337 640 367"><b>5. Pre-Go Live Preparation Phase</b></p> <p data-bbox="259 406 1146 435">The contractor shall conduct the following requirements prior to going live:</p> <ol data-bbox="259 440 1335 963" style="list-style-type: none"><li>1. Live Database preparation</li><li>2. Accomplishing, submission and uploading of the opening/trial balance using the approved templates</li><li>3. Preparation and submission of opening balance schedule</li><li>4. Assists in checking the completeness and accuracy of the uploaded data and transactions.</li><li>5. Determination of the readiness of the ERP system</li><li>6. Conduct workshop for APO organization on how to fill in the ERP Opening Balance templates.</li><li>7. Upload the opening/ trial balance using the accomplished templates by APO organization.</li><li>8. Assist in the generation of the uploaded opening/ trial balance in the ERP for APO organization to validate completeness and accuracy.</li><li>9. Determination of the readiness of the ERP system along with the perceived risks for the approval of APO organization.</li></ol> <p data-bbox="184 1039 448 1068"><b>6. Go-Live Phase:</b></p> <p data-bbox="259 1107 767 1136">The contractor shall conduct the following:</p> <ol data-bbox="259 1141 1320 1304" style="list-style-type: none"><li>a) Demonstration and implementation of the ERP system</li><li>b) Review and optimization conference to assess how well the ERP system is addressing the needs of APO and identify any opportunities/weaknesses of the system</li><li>c) Establish a framework for continuous improvement of the ERP system and the process/action plan of addressing the challenges encountered during the post Go-Live.</li></ol> <p data-bbox="645 1380 827 1401">xxx xxx xxx</p>	<p data-bbox="1771 196 2367 256">of a workshop for APO organization on how to fill in the ERP Opening Balance template..</p> <p data-bbox="1467 329 1923 358"><b>5. Pre-Go Live Preparation Phase</b></p> <p data-bbox="1542 397 2392 457">The contractor shall conduct the following requirements prior to going live:</p> <ol data-bbox="1542 462 2387 1031" style="list-style-type: none"><li>1. Live Database preparation</li><li>2. Accomplishing, submission and uploading <b>of the duly prepared opening/trial balance and opening balance schedule by APO Production Unit Inc.</b> using the approved templates</li><li>3. Preparation and submission of opening balance schedule</li><li>4. Assists in checking the completeness and accuracy of the uploaded data and transactions.</li><li>5. Determination of the readiness of the ERP system</li><li>6. <b>Conduct of the workshop for APO organization on how to fill in the ERP Opening Balance templates.</b></li><li>7. <b>Upload the opening/ trial balance using the accomplished templates by APO organization.</b></li><li>8. <b>Assist in the generation of the uploaded opening/ trial balance in the ERP for APO organization to validate completeness and accuracy.</b></li><li>9. <b>Determination of the readiness of the ERP system along with the perceived risks for the approval of APO organization.</b></li></ol>
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❖ **Training Expense:**

Training Expenses	Borne by Contractor	Borne by APO
Manuals	√	X
Presentation	√	X
Venue	√	X
Internet Connection	X	√
Video Recorder	√	X
Projector	X	√
Transportation	X	√
Meals (optional)	√	X
Training Supplies (e.g., pens and paper)	√	X
Accommodation for outside office training	X	√
Miscellaneous expenses	√	X

❖ **Training Expense:**

The training venue shall be within APO's office premises. Should APO be unable to provide a training venue, the contractor shall be responsible for finding a suitable training venue and the cost thereof shall be borne by the contractor.

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❖ **Training Expense:**

Training Expenses	Borne by Contractor	Borne by APO
Manuals ( <b>General</b> )	√	X
Presentation	√	X
Venue ( <b>subject to the agreement of both parties</b> )	√	X
Internet Connection	X	√
<b>Video Recorder</b>	√	√
Projector	X	√
Transportation	X	√
Meals (optional)	√	X
Training Supplies (e.g., pens and paper)	√	X
Accommodation for outside office training	X	√
Miscellaneous expenses	√	X

❖ **Training Expense:**

The training venue shall be within APO's office premises **or to an alternative venue suitable to the requirement of the training with the arrangements and related costs such as but not limited to space rental and logistics, to be taken care of APO.** Should APO be unable to provide a training venue, the



<div>xxx xxx xxx</div> <div>V. xxx xxx xxx</div> <div>Note: The man days requirement of APO is 700 man days, where 1 man day=8 working hours per person. The contractor may deviate from the consultation days indicated, but only if the financial breakdown of the proposed system is not affected. Consultation days covers Project Planning Phase to Go-Live and Support Phase.</div> <div>xxx xxx xxx</div>	<div>contractor shall be responsible for finding a suitable training venue and the cost thereof shall be borne by the contractor.</div> <div>NOTE: PLEASE TRANSFER OBLIGATION TO THE IMPLEMENTATION TEAM AS PART OF THEIR DELIVERABLES/REPORTS</div> <div>xxx xxx xxx</div> <div>V. xxx xxx xxx</div> <div>Note: The man days requirement of APO is 700-<b>1000</b>, where 1 man day=8 working hours per person. The contractor may deviate from the consultation days indicated, but only if the financial breakdown of the proposed system is not affected. Consultation days covers Project Planning Phase to Go-Live and Support Phase</div> <div>xxx xxx xxx</div>
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