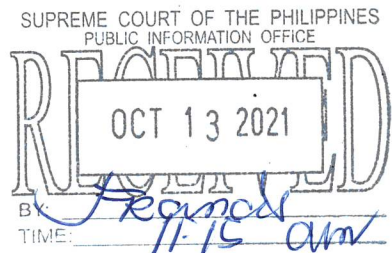


R. Cognito
Redan I. Cognito
10-13-21



Republic of the Philippines
Supreme Court



Bids and Awards Committee for Consultancy Services

REQUEST FOR EXPRESSION OF INTEREST

CONSULTING SERVICES IN THE DEVELOPMENT OF THE JUDICIARY ICT GOVERNANCE FRAMEWORK, FIVE-YEAR STRATEGIC PLAN, AND JUDICIARY MIS OPERATIONS MANUAL

The Supreme Court (SC), through the continuing appropriation for the Updated Enterprise Information Systems Plan (Updated EISP), intends to apply the sum Thirty Million Philippine Pesos (Php30,000,000.00), inclusive of taxes, being the ABC, to payments under the contract for Consulting Services in the Development of the Judiciary ICT Governance Framework, Five-year Strategic Plan, and Judiciary MIS Operations Manual (Project). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

The SC now calls for the submission of eligibility documents for consulting services engagement. Interested consultants must submit their eligibility documents on or before **28 October 2021, 12:00 noon**, at the **Office of DCA Raul Bautista Villanueva, Third Floor, Supreme Court Old Building, Taft Avenue cor. Padre Faura St., Ermita, City of Manila**. Applications for eligibility will be evaluated based on a non discretionary "pass/fail" criterion.

The SC Bids and Awards Committee for Consulting Services (BAC-CS) shall draw up the short list of consultants from those who have submitted eligibility documents / expression of interest (see Form VII-1 - Eligibility Documents Submission Form) and have been determined as eligible in accordance with the provisions of Republic Act No. 9184 (RA 9184), otherwise known as the Government Procurement Reform Act, and its Implementing Rules and Regulations (IRR). The shortlist shall consist of **five (5)** prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

A. Criteria

The criteria for shortlisting and the recommended weights for each criterion are as follows:

Criterion	Weight (%)
Qualification of principal and key staff of the consultant to be assigned to the job (<i>vis-à-vis</i> extent and complexity of undertaking)	50%
Applicable experience of consultant	30%
Current workload relative to job capacity	20%

B. Rating system

Eligible consultants shall be rated by the members of the SC-BAC-CS. The SC-BAC-CS shall be assisted by the Technical Working Group (TWG).

Thereafter, eligible consultants shall be ranked based on the average of the rates given to them by the SC-BAC-CS members. Only those that meet the minimum average rating shall be shortlisted. **The minimum average rating shall be 75%.**

If the number of eligible consultants that obtain the minimum average rating exceeds five, then only those with the highest ranks (i.e., top five) shall be shortlisted. If the number does not exceed five, then only those that met the minimum average rating shall be shortlisted (i.e., there is no need to obtain a short list of five).

Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the IRR of RA No. 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the

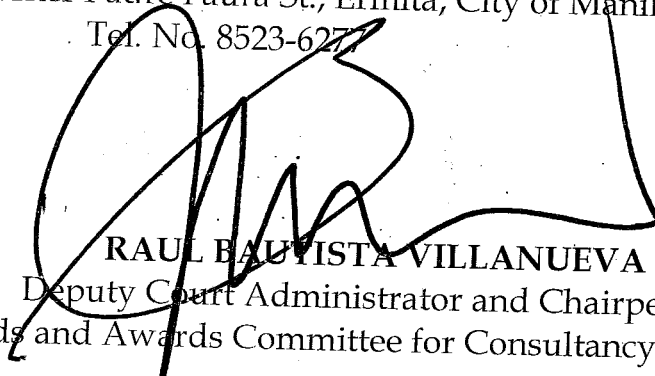
Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183 and subject to Commonwealth Act No. 138.

The Supreme Court shall evaluate bids using the **Quality-Based Evaluation (QBE)** procedure. The Supreme Court shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

The Supreme Court reserves the right to accept or reject any and all bids, annul the bidding process, and not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to the:

**Supreme Court Bids and Awards Committee
for Consulting Services (SC-BAC-CS) Secretariat**
Office of DCA Raul Bautista Villanueva
Third Floor, Supreme Court Old Building
Taft Avenue corner Padre Faura St., Ermita, City of Manila
Tel. No. 8523-6277



RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator and Chairperson
Bids and Awards Committee for Consultancy Services

TERMS OF REFERENCE FOR THE CONSULTANCY SERVICES IN THE
DEVELOPMENT OF THE JUDICIARY ICT GOVERNANCE
FRAMEWORK, FIVE-YEAR STRATEGIC PLAN, AND JUDICIARY MIS
OPERATIONS MANUAL

Version Control

Document Version	Name	Changes	Date
V0.1	JEV	- Initial Draft	2021-01-28
V0.2	JEV	- PMO identified changes - Placed in the comments the recommended discussion points	2021-02-01
V0.3	JSU	- Please see inputs and comments; track changes enabled	2021-02-09
V0.4	JEV	- Changes based on JSU's comments	2021-02-19
V0.5	JSU	Please see inputs and comments. Track changes enabled Inclusion of third component	2021-03-01
V0.6	JEV	Please see inputs on: - changes in key experts - further enumeration of roles of experts - formula for the qualification criteria - changes in the Schedule of Requirements and sequence of deliverables	2021-03-03

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I. Background and Objectives

The Supreme Court has embarked on a comprehensive reform effort to make the Judiciary more effective and efficient in the administration of justice in the country. To guide the implementation of judicial reform efforts and priorities, the Court adopted the Action Program for Judicial Reform (APJR).

One of the initiatives identified in the reform program is the Judicial Reform Support Project (JRSP) which was financed by the World Bank (WB). This initiative seeks to: (1) improve case adjudication and access to justice; (2) enhance the integrity infrastructure of the Court, and (3) strengthen the capacity of the Supreme Court to manage the Judiciary.

The JRSP involves the detailed design and implementation of various ICT application systems that will be seamlessly integrated as well as synchronized with ICT application systems being developed or to be developed under the judicial reform initiatives/projects of the Judiciary.

To ensure the efficient and effective implementation of the JRSP, and consistent with the Judicial Reform objectives, the Supreme Court engaged the services of a Consultancy Firm through a bidding with Request for Proposal (RFP) to help develop the ICT Capability of the Judiciary which led to the creation of the Judiciary-wide ICT Development and Integration Framework (JIDIF) and the Enterprise Information Systems Plan (EISP) in 2009.

From 2009 until 2020, the JIDIF and the EISP were considered as the Judiciary ICT masterplan and/or roadmap.

However, various ICT projects listed in the JIDIF and the EISP encountered numerous problems and the JIDIF and the EISP failed to guide the Judiciary in managing these projects. These problems range from having several failed biddings, misinterpreted requirements during implementation, ineffective or lack of use of up-to-date technologies, to fragmented information systems developed from within and outside the Judiciary.

Thus, the Honorable Chief Justice Alexander G. Gesmundo's twin innovation agenda focuses on the following: (1) the development and establishment of an Information and Communication Technology (ICT) Infrastructure for the Philippine Judiciary and (2) the review and assessment of the Organizational Structure and Operations of the various offices of the Judiciary. These likewise include the strengthening of the Management Information Systems Office and Division (MISO and MISDs) of the Judiciary.

To actualize these objectives, the Judiciary needs an Enterprise ICT Governance Framework that can properly and substantively define the ways and methods through which the Judiciary can implement, evaluate, manage, and monitor the ICT strategies, service delivery, risks and resources, and performance nationwide.

Once the Enterprise ICT Governance Framework is developed, a Five-Year ICT Strategic Plan will be formulated in accordance with the said Framework. A Judiciary MIS Operations Manual shall also be developed to ensure the sustainability of the Judiciary's ICT reform initiatives.

II. Title of the Engagement

Consultancy Services in the Development of the Judiciary ICT Governance Framework, Five-Year ICT Strategic Plan, and the Judiciary MIS Operations Manual

III. Scope of Work

The whole engagement may be divided into three (3) major components with corresponding deliverables for each component. The Consultancy Firm should take into consideration the ICT programs of the Judiciary, which includes the Supreme Court, Court of Appeals, Sandiganbayan, Court of Tax Appeals, and all first and second level courts. Correspondingly, the Consultancy Firm is expected to undertake and deliver the following:

Component 1: Enterprise ICT Governance Framework

The Enterprise ICT Governance Framework should cover the following components:

1. Processes, information flows, and items
2. Organizational structures
3. People, skills, and competencies
4. Policies and procedures
5. Culture, ethics, and behaviour
6. Services, infrastructure, and applications

Thus, Component 1 would necessarily include the following activities:

- a. Review of the existing Management Information System Units (MISO and MISDs), their organizational structures, administration, operations, and management vis-à-vis the organizational structure and operations of the Judiciary.
- b. Review all existing ICT programs of the Judiciary (i.e. Legacy Systems; 2009, 2013, and 2018 EISP Programs, etc.)
- c. Development and/or Update of ICT policies, protocols, and guidelines, such as, but not limited to:
 - i. Acceptable Use Policy
 - ii. Information Management and Security Policy
 - iii. IT Access Control and User Access Management Policy
 - iv. Security Awareness Guidelines
 - v. Personal Device Use and Security Policy
 - vi. White Hat Policy
 - vii. Remote Access Policy
 - viii. Data Structure, Naming Conventions, Storage, Protection, Retention, Backup, Restore, Reconstruction, & Destruction Policy
 - ix. Disaster Recovery (DR)/Business Continuity Protocol (BCP)
 - x. Threat Assessment and Incident Response Protocol
 - xi. Resource Allocation Policy
 - xii. Systems Integration Policy
 - xiii. Training, Knowledge Transfer and Documentation of Operations Policy
 - xiv. Electronic Communications Policy (update)
 - xv. IT Resources Procurement Guidelines
 - xvi. Vendor Access Policy
- d. Consult with the appropriate offices of the Judiciary to ensure that the policies, protocols, and guidelines will be compliant with the Internal Rules of Court.
- e. Consult with the other government agencies to ensure that the policies, protocols, and guidelines will be compliant and aligned with the national laws, rules, and regulations.

The policies, protocols, and guidelines shall provide the specific rules that the members of the Judiciary and the personnel should follow to effectively, efficiently and securely accomplish their day-to-day IT-related and/or IT-assisted tasks.

The Consultancy Firm may also re-categorize the above Policies, Protocols, and Guidelines proposed under the Inception Report as deemed necessary to harmonize and effectively communicate the proposed ICT Governance Framework to optimize the overall governance of ICT of the Judiciary.

The main deliverables in this component are the development of the overall ICT Governance Framework consolidating the key governance objectives of the Judiciary, as well as the development of the underlying policies, protocols, and guidelines, including the performance indicators or outcome-based statements that measure the Judiciary's compliance to its ICT goals and objectives.

The above can be presented in a format that both IT and non-IT personnel can easily comprehend. Furthermore, ICT Governance Framework should provide the Judiciary with detailed direction or guidance during critical decision points. It can be categorized

by thematic and crafted in general statements to make the strategy dynamic and flexible as it will become the living document of the Judiciary.

Component 2: Five-Year ICT Strategic Plan

Based on the Judiciary ICT Governance Framework prepared under Component 1 and as approved by the Supreme Court, the Consultants shall develop an overall ICT Strategic Plan, which includes a new Enterprise Information Systems Plan (EISP) that contains the Enterprise Information Systems (EIS) Technology Architecture to be put in place to support the Judiciary's goals and objectives. It is anticipated that a number of different systems or modules would be required to cover the full functionality of the Judiciary's business systems. The consultants would be expected to develop the EIS Architecture for the Judiciary in the context of the relevant functional processes and the organizations responsible for these processes. To accomplish this, the Consultants shall:

1. Specify and document the Technology Architecture required for implementing the new EISP (which will also be developed under this Component). The analysis should be documented in a form that can be used for preparing procurement documents in the acquisition of various system components under the Government Procurement Reform Act and standard international bidding procedures. This exercise would, *inter alia*, result in a statement of specifications for:
 - a. Computer and network hardware with configuration and provisioning estimates for the Data Center (on-premise or cloud);
 - b. Systems software and other software tools;
 - c. Database Management System (DBMS) and Data Mining Software;
 - d. Application development, version control, documentation, testing, and data modeling tools;
 - e. Business units' computer hardware and associated software requirements;
 - f. The nature of communications networks required to link the Halls of Justice, local/regional courts all over the country, and regional offices of the Appellate Courts with the Supreme Court in Manila, and their required local area networks (WAN and LAN architecture);
 - g. Requirements for Voice/Video Communication Capability and Internet connectivity;
 - h. Core Data Center Facility (Server Set-up, Data Storage, Back-up, Routers, Switches, Load Balancing capability, Packet Shaping, Caching, Security Set-up) and its operations set-up, if applicable;
 - i. Cloud Services, if applicable;
 - j. Remote Access Options;
 - k. Systems Security, including the establishment of a security operations center, security events and incidents management, among other things;
 - l. Risk management, business continuity, disaster recovery, obsolescence planning;
2. Determine the financial resources required for the EISP's implementation. The statement of required resources should include:
 - a. An estimate of hardware, communications networks, system software, application development, security systems, and package customization costs, if applicable;
 - b. An estimate of the types of external consulting assistance (local or expatriate) required for implementing the plan, and which elements of the EISP will require such assistance;
 - c. Costing basis;
 - d. Operation and maintenance costs to include equipment, software licenses, leased lines, DSLs, etc.;
 - e. Cost/benefit analysis of doing the data center operations, network connectivity management, helpdesk, and technical support operations either in-house, outsourced, or a mix of both;
 - f. Costs for systems, data, and policies formulation and standardization; and
 - g. Training and Certification costs
3. Develop the implementation plan and change management plan to fully deliver the EIS objectives. The plan shall consider:

- a. a phased program for systems development with priorities based on the strategic objectives and the ICT opportunities available;
 - b. the systems deployment strategy and schedule, including dependency attribution;
 - c. a phased acquisition of equipment, software, and ICT services; and
 - d. Training Plan and Migration Plan from current systems and processes as applicable;
4. Identify ICT-driven products and services derived from the above EISP that can provide new revenue-generating opportunities for the court to sustain recurring expenses in its ICT initiatives.
 5. Prepare the relevant government documents to be used in the procurement, monitoring and auditing processes, such as:
 - a. Five-Year Strategic Plan formatted into the DBM Information System Strategic Plan (ISSP) format;
 - b. Five-Year Strategic Plan formatted into the NEDA Public Investment Program (PIP) and Three-Year Infrastructure Program (TRIP) formats;
 - c. Documentary Requirements in Implementing Multi-Year Projects (MYP) (should there be such);
 - d. Compliance Matrix on Data Privacy, Ease of Doing Business and Harmonized Gender and Development Guidelines (HGDG)
 - e. Detailed Technical Specifications based on the Technology Architecture previously set;
 - f. Delivery Schedule and Payment Terms;
 - g. Service Level Agreement;
 - h. Technical Evaluation Criteria and Scoring Schemes in the selection of products and/or services to be procured; and
 - i. Contract Implementation Guide for the Project Management Team (PMT) of the Judiciary

Component 3: Judiciary MIS Operations Manual

A Judiciary MIS Operations Manual shall be developed in line with the formulated Enterprise ICT Governance Framework and Five-Year ICT Strategic Plan under Components 1 and 2. The Judiciary MIS Operations Manual aims to support the daily MIS operations by providing a comprehensive description of all active and proactive tasks required to ensure the seamless operations of the respective MIS units of the Judiciary. This includes day-to-day ICT operations, systems development, support/troubleshooting, and other ICT activities and programs. Thus, this component shall include the following:

1. Development of Process Mapping Analysis Plan/Design covering the following areas in accordance with international standards and international best practices:
 - a. ICT Strategy and Governance
 - i. ICT policy formulation and planning
 - ii. Data analytics
 - iii. ICT asset acquisition and evaluation
 - iv. Information governance
 - b. Information Security Risk Management
 - i. Cybersecurity operations
 - ii. ICT quality assurance
 - c. ICT Systems Operations
 - i. ICT infrastructure management
 - ii. Network management
 - iii. ICT Hardware configuration
 - iv. Network connectivity administration
 - v. ICT access management
 - d. ICT Systems Development
 - i. ICT project management
 - ii. ICT special projects development
 - iii. ICT application management

- iv. ICT systems design
- v. ICT systems implementation and maintenance
- e. ICT Support Services
 - i. ICT Support/ Troubleshooting
 - ii. ICT Help desk
 - iii. Technical support

2. Undertake a comprehensive process mapping activity that will analyze day-to-day ICT operations, special operations, support/troubleshooting, and other ICT activities relevant to the following MISO proposed divisions:
 - a. ICT Strategy and Governance Division
 - i. Policy and Planning Section
 - ii. Data Analytics Section
 - iii. ICT Acquisition and Evaluation Section
 - b. Information Security Risk Management Division
 - i. Cybersecurity Operations Section
 - ii. Quality Assurance Section
 - c. ICT Systems Operations Division
 - i. Infrastructure Management Section
 - ii. Network Management Section
 - d. ICT Systems Development Division
 - i. Project Management Section
 - ii. Special Projects Section
 - iii. Application Management Section
 - e. ICT Support Services Division
3. Formulate a standardized and streamlined Judiciary MIS operations and processes.
4. Develop Judiciary MIS Operations Manual

IV. Deliverables/Expected Outputs and Payment Terms

The engagement shall be for a period of **Thirty-Two (32) to Thirty-Four (34) weeks** spread over a period of **Eight (8) to Nine (9) months** , commencing from the date of receipt of the Notice to Proceed (NTP) by the Consultancy Firm.

Milestone	Deliverables		Specific Deliverables		Schedule of Submission
	Project Kick-off				One (1) week from the date of receipt of the Notice to Proceed (NTP)
0	Inception Report	5%	Draft Report	20% of 5%	One (1) week from the date of receipt of the NTP Note: Reflect comments collated by the Project Management Team (PMT)
			Final Report	80% of 5%	One (1) week from the date of receipt of the NTP Note: Reflect comments from relevant stakeholders
	Notes: During the finalization of the Inception Report, the PMT should be able to agree on the breakdown of documents that the consultants should deliver including the payment percentage. This should be approved by the Committee on Computerization and Library (CCL) and Court En Banc. The following deliverables under Component 1 and 2 will depend on the said breakdown.				
	Component 1 – 35%				

1-1	Output 1: Assessment Report on the Current Business Processes and ICT Policies, Protocols and Guidelines with the recommended functional and process improvements in the different business areas.	10 % of 35%	Draft Report	50% of 10%	Two (2) weeks from the date of receipt of the Final Inception Report Note: Ensure release of the Court En Banc Resolution re the approved Final Inception Report
			Final Report	45% of 10%	One (1) week from the date of receipt of validated Output 1 Draft Report Version 2 (Component 1)
			Retention	5% of 10%	Retention to be released one year after approval of the Final Report
1-2	Output 2: Judiciary ICT Governance Framework	20% of 35%	Draft Report	50% of 20%	One (1) week from the date of receipt of Output 1 Final Report (Component 1) Note: Reflect comments of all relevant offices collated by the PMT
			Final Report	45% of 20%	One (1) week from the date of receipt of validated Output 2 Draft Report Version 2 (Component 1) Note: Reflect comments of the CCL and/or Court En Banc, collated by the PMT
			Retention	5% of 20%	Retention to be released one year after approval of the Final Report
	Component 1 Completion Report	5%	Completion Report	20% of 5%	One (1) week from the date of receipt of the Output 2 Final Report (Component 1) Note: Secure Court En Banc resolution approving the ICT Governance Framework
			Knowledge Transfer	80% of 5%	One (1) week from the date of receipt of Component 1 Completion Report
Component 2 – 40%					
2-1	Output 1: Assessment Report on the current ICT Capabilities of the Entire Judiciary	5%	Draft Report	50% of 5%	Two (2) weeks from the date of receipt of Component 1 Completion Report Note: Reflect comments of all relevant offices collated by the PM
			Final Report	45% of 5%	One (1) week from the date of receipt of validated Output 1 Draft Report Version 2 (Component 2) Note: Reflect comments of the CCL and/or Court En Banc
			Retention	5% of 5%	Retention to be released one year after approval of the Final Report
2-2	Output 2: Enterprise Information Systems Plan - Functional Requirements	5%	Draft Report	10% of 5%	One (1) week from the date of receipt of Final Output 1 Report (Component 2) Note: Reflect comments of all relevant offices collated by the PMT

			Final Report	45% of 5%	One (1) week from the date of receipt of validated Draft Report Version 2 (Component 2) Note: Reflect comments of the CCL and/or Court En Banc
			Retention	5% of 5%	<i>Retention to be released one year after approval of the Final Report</i>
2-3	Output 3: Enterprise Information Systems Plan - Technology Architecture	5%	Draft Report	50% of 5%	One (1) week from the date of receipt of Final Output 2 Report (Component 2) Note: Reflect comments of all relevant offices collated by the PMT
			Final Report	45% of 5%	One (1) week from the date of receipt of validated Output 3 Draft Report Version 2 (Component 2) Note: Reflect comments of the CCL and/or Court En Banc
			Retention	5% of 5%	<i>Retention to be released one year after approval of the Final Report</i>
2-4	Output 4: Enterprise Information Systems Plan - Financial Resources	5%	Draft Report	50% of 5%	One (1) week from the date of receipt of the Final Output 3 Report (Component 2) Note: Reflect comments of all relevant offices collated by the PMT
			Final Report	45% of 5%	One (1) week from the date of receipt of validated Output 4 Draft Report Version 2 (Component 2) Note: Reflect comments of the CCL and/or Court En Banc
			Retention	5% of 5%	<i>Retention to be released one year after approval of the Final Report</i>
2-5	Output 5: Enterprise Information Systems Plan - Implementation Plan and Change Management Plan	5%	Draft Report	50% of 5%	One (1) week from the date of receipt of Output 4 Final Report (Component 2) Note: Reflect comments of all relevant offices collated by the PMT
			Final Report	45% of 5%	One (1) week from the date of receipt of validated Output 5 Draft Report Version 2 (Component 2) Note: Reflect comments of the CCL and/or Court En Banc
			Retention	5% of 5%	<i>Retention to be released one year after approval of the Final Report</i>
2-6	Output 6: Enterprise Information Systems Plan - Identify ICT-driven products and services derived from EISP automations and AI	5%	Draft Report	50% of 5%	One (1) week from the date of receipt of Output 5 Final Report (Component 2) Note: Reflect comments of all relevant offices collated by the PMT

			Final Report	45% of 5%	One (1) week from the date of receipt of validated Output 6 Draft Report Version 2 (Component 2) Note: Reflect comments of the CCL and/or Court En Banc
			Retention	5% of 5%	<i>Retention to be released one year after approval of the Final Report</i>
2-7	Output 7: Enterprise Information Systems Plan - Government Documents Preparation	5%	Draft Report	50% of 5 %	One (1) week from the date of receipt of Output 6 Final Report (Component 2) Note: Reflect comments of all relevant offices collated by the PMT
			Final Report	45% of 5%	One (1) week from the date of receipt of validated Output 7 Draft Report Version 2 (Component 2) Note: Reflect comments of the CCL and/or Court En Banc
			Retention	5% of 5%	<i>Retention to be released one year after approval of the Final Report</i>
	Component 2 Completion Report	5%	Completion Report	20% of 5%	One (1) week from the date of receipt of Output 7 Final Report (Component 2) Note: Secure Court En Banc resolution approving the various EISPs
			Knowledge Transfer	80% of 5%	One (1) week from the date of receipt of Component 2 Completion Report
	Spot Reports				Every 1st Monday of the month regardless of date of NTP
Component 3 – 20%					
3-1	Output 1: Process Mapping Analysis Plan/ Design	5%	Draft Plan	50% of 5%	One (1) week from the date of receipt of Component 2 Completion Report Note: Reflect comments of all relevant offices collated by the PMT
			Final Plan	45% of 5%	One (1) week from the date of receipt of validated Output 1 Draft Plan Version 2 (Component 3) Note: Reflect comments of the CCL and/or Court En Banc
			Retention	5% of 5%	<i>Retention to be released one year after approval of the Final Report</i>
3-2	Output 2: Process Mapping Analysis Report	10%	Draft Report	50% of 10%	Three (3) weeks from the date of receipt of Output 1 Final Plan (Component 3) Note: Reflect comments of all relevant offices collated by the PMT

			Final Report	45% of 10%	One (1) week from the date of receipt of validated Output 2 Draft Report Version 2 (Component 3) Note: Reflect comments re Presentation of the CCL and/or Court En Banc
			Retention	5% of 10%	<i>Retention to be released one year after approval of the Final Report</i>
3-3	Output 3: Judiciary MIS Operations Manual	10%	Draft Manual	50% of 10%	One (1) week from the date of receipt of Output 2 Final Report (Component 3) Note: Reflect comments of all relevant offices collated by the PMT
			Final Report	45% of 10%	One (1) week from the date of receipt of validated Output 3 Draft Manual Version 2 (Component 3) Note: Reflect comments re Presentation of the CCL and/or Court En Banc
			Retention	5% of 10%	<i>Retention to be released one year after approval of the Final Report</i>
	Component 3 Completion Report	5%	Completion Report	20% of 5%	One (1) week from the date of receipt of Output 3 Final Report (Component 3) Note: Secure Court En Banc resolution approving the various EISPs
			Knowledge Transfer	80% of 5%	One (1) week from the date of receipt of the Component 3 Completion Report

Given the extent and importance of the deliverables in this TOR, all payments for the Final Reports shall be processed only upon the approval and acceptance of the deliverables by the Court En Banc.

All other payments including release of the retention money shall be processed only upon the issuance of a Certificate of Acceptance by the PMT of the Judiciary. It is the discretion of the PMT of the Judiciary to indorse the deliverables of the consultants to the CCL and Court En Banc prior to issuing a Certificate of Acceptance should there be issues and/or concerns that need to be raised.

V. Institutional Arrangements

The Supreme Court En Banc shall create a Project Management Team (PMT) that will be responsible for the overall management of the Consultancy Services. The PMT will be responsible for the overall monitoring, evaluation, approval and acceptance of the outputs of the Consultancy Firm. The PMT shall create at least one Technical Working Group (TWG) composed of three or more personnel with experiences in the given fields that will thoroughly evaluate the deliverables of the consultants. The PMT and the TWG may employ third party experts to augment its capacities to review the outputs. The Consultancy Firm is expected to provide their own computers, software and other office equipment. Any equipment supplied or purchased by the Court and those acquired by the Consultancy Firm from Project Funds may be used by the Consultant but shall remain and become the property of the Court after the termination of the Contract. All hardware, software products and license, Systems/applications source codes, documents, and other materials as declared in the Bid Documents that are part and related to this Project shall be the property of the Supreme Court and shall be formally turned over upon completion of the Contract.

VI. Qualification Criteria

The consultancy firm should have the following:

- a. Experience in providing consultancy services to government institutions specific to the
 - (i) deployment up to the acceptance of the client of major enterprise software systems, and/or
 - (ii) competitive acquisition of major enterprise software systems
- b. Experience in utilizing any of the following standards:
 1. Control Objectives for IT (COBIT)
 2. Information Technology Infrastructure Library (ITIL)
 3. Value for IT Investments (VAL IT)
 4. Enterprise Governance of IT (EGIT)
 5. International Standard for Corporate Governance of Information Technology (ISO/IEC 38500)
 6. International Standard for Risk Management (ISO/IEC 31000)
 7. International Standard for Information Security Management Systems (ISO/IEC 27000)
 8. International Standard for Service Management (ISO/IEC 20000)
 9. The Open Group Architecture Framework (TOGAF)
 10. Committee of Sponsoring Organizations of the Treadway Commission (COSO)
 11. Projects IN Controlled Environments (PRINCE2)
- c. Preferably certified under ISO Quality Management Systems (ISO 9001:2015 Certified)
- d. Preferably certified under ISO Information technology — Security techniques — Information security management systems — Requirements (ISO 27001:2013 Certified)
- e. Preferably any or all of the subject matter experts to have Six Sigma Certification
- f. Experience in the conduct of process mapping analysis, gap analysis, systems engineering and development, quality audit, total quality management, and other similar or related fields.

The Consultancy Team to be deployed by the firm can be composed of international and/or local subject matter experts that will meet the following criteria:

- a. thoroughly familiar with issues of informatics management and current technology trends
- b. skilled in presenting complex technical and other issues to managers
- c. skilled in the use of standard methodologies for developing enterprise information systems plans and adopt such methodology for this project
- d. have extensive experience in the development and implementation of such plans in a complex country environment and have a proven track record in the transfer of know—how to similar government organizations (preferably Judicial organizations)

The Consultancy Firm must have a track record of deploying the below-mentioned minimum key staff on their previous and/or ongoing clients. The said key staff must have a verifiable expertise in the assigned field for at least ten years. The Bidder must provide the resumes of the listed key staff with details of experience, skills, and/or relevant training in each field.

1. Project Manager
 - a. Develop strategies to improve engagements with the various Judiciary stakeholders.
 - b. Manage consultancy firm's delivery of large-scale engagements to the Judiciary stakeholders.
 - c. Manage consultancy firm's objectives and developing policies, and plan to achieve these objectives.
 - d. Define organizational and communication structure of the consultancy firm to ensure optimal delivery of outputs.
 - e. Incorporate Project Management Methodologies such as but not limited to PMBOK, Agile, Kanban, Lean, or Six Sigma throughout the engagement.
2. Legal and Government Management Consultant
 - a. Provide his/her knowledge on the adjudication processes such as the Internal Rules of Court, Rules of Civil Procedure, Rules of Criminal Procedure, Special Rules of Procedure, and Government processes such as Budget Approval, Procurement

- Processes, etc. that will aid in aligning the ICT modernization with the existing process flows.
 - b. Review and elaborate required documents and reports, related to legal areas.
 - c. Review and document information flows in the Judiciary.
3. Solutions Architect in Information Systems
 - a. Evaluate System Requirements and Functional Requirements.
 - b. Develop Alternative Solutions and Improvements.
 - c. Assess Projects from other Government Institutions.
 - d. Integrate New IT Infrastructures and Information Systems including the New Projects from other Government Institutions.
 4. Information Systems Consultant in Court Automation
 - a. Lead the review of the existing systems pertaining to the front-end adjudicative operations of the court such as eCourt System version 1, SC Case Management Information System (SC-CMIS), and Case Administrative System (CAS).
 - b. Support the Solutions Architect in Court Automation Systems/Modules.
 5. Information Systems Consultant in Resource Management
 - a. Lead the review of the existing systems pertaining to the back-end administrative and financial operations of the court such as HR System (HRS), and Financial Management System (FMS).
 - b. Support the Solutions Architect in Resource Management Systems/Modules.
 6. Security Architect
 - a. Review current system security measures, previous security incidents and recommend improvements.
 - b. Conduct system tests and identify monitoring procedure for network security.
 - c. Develop schedules for system upgrades.
 - d. Initiate and lead the establishment of disaster recovery procedures and create drills for security breach incidents.
 7. Change Management Specialist
 - a. Lead change management activities applying a structured methodology.
 - b. Create strategies to support adoption of the changes required by a project or initiative through applying change management processes and tools.
 - c. Support communication efforts.
 - d. Support the design, development, delivery and management of communications.
 - e. Assess the change impact.
 - f. Conduct impact analyses, assess change readiness and identify key stakeholders.
 - g. Provide input, document requirements and support the design and delivery of training programs.
 - h. Complete change management assessments.
 - i. Identify, analyze, and prepare risk mitigation tactics.
 - j. Identify and manage anticipated resistance.
 - k. Create actionable deliverables for the five change management levers: communications plan, sponsor roadmap, coaching plan, training plan, resistance management plan.
 - l. Support and engage senior leaders.
 - m. Create coaching plan for managers and supervisors.
 - n. Support organizational design and definition of roles and responsibilities.
 - o. Coordinate efforts with other specialists.
 - p. Integrate change management activities into project plan.
 - q. Evaluate and ensure user readiness.
 - r. Manage the change portfolio.
 8. Systems Integration Specialist
 - a. Initiate and lead the development and maintenance of system integrations and components, including but not limited to; Application-to-Application Integration Services, Internal and External Application Programming Interface (API), Electronic Data Interchange (EDI) and Structured Query Language (SQL) commands.

- b. Initiate and lead the creation of the Systems Development Life Cycles (SDLCs) of the proposed Information Systems under the Five-Year Strategic Plan.
 - c. Develop the System Disposition Plan for the Legacy Systems of the Judiciary.
9. Business Process Mapping Specialist
- a. Initiate and lead the development of the Business Process Plan/Design for all components deemed applicable.
 - b. Initiate and lead in the conduct of the Process Mapping Analysis for all components deemed applicable.
 - c. Initiate and lead the drafting of the Judiciary MIS Operations Manual.
10. Senior IT Consultant in Organizational Development
- a. Conduct Needs Assessment for training and staff development of the Judiciary MIS.
 - b. Identifies and incorporates best practices and lessons learned into program plans.
 - c. Design and develop HR training programs for management and employees.
 - d. Review of training courses developed under SC OAS and PHILJA.
 - e. Create Assessment Criteria on the effectiveness of training programs.
 - f. Support in the drafting of the Judiciary MIS Operations Manual.
11. Quality Assurance Specialist
- a. Review quality of all the deliverables in terms of utilizing the agreed standard (COBIT, ITIL, VAL IT, EGIT, ISOs, TOGAF, COSO, PRINCE2, etc.).
 - b. Review compliance of all the deliverables to Data Privacy, Ease of Doing Business and Harmonized Gender and Development Guidelines (HGDG).

VII. Performance Evaluation

1. Evaluation Criteria

The consultancy firm and the individuals thereunder shall be evaluated through, but not limited to, the following criteria:

- a. Practical Knowledge of and Experience in the Field Concerned
Did the consultant demonstrate practical knowledge and experience in the claimed areas of expertise? Were gaps apparent in the consultant's knowledge, or did the consultant lack experience in one or more areas? Did the consultant demonstrate a professional appreciation of the problems that arose?
- b. Ability to Adapt Knowledge and Experience to Assigned Tasks
Did the consultant thoroughly investigate, understand, analyze, and report on all the aspects of the assignment? Were the Judiciary officials and personnel involved confident that the consultant would competently complete the assignment?
- c. Initiative
Did the consultant propose any sound innovations? Was the consultant's method of searching for data practical? Did the consultant need more or less assistance than usual with the arrangements?
- d. Productivity
Did the consultant complete all the tasks in the terms of reference? Were the consultant's tables, calculations, and other written outputs complete?
- e. Ability to Work with Others
Did the consultant maintain cordial relations with Judiciary officials and personnel? While on mission, did the consultant work cooperatively with the group? Did the consultant respect the local culture?
- f. Adherence to the Judiciary's Working Regulations
Did the consultant work within the Judiciary's normal procedures and regulations?
- g. Quality of Work Completed
Assess whether the quality of the consultant's outputs was fully satisfactory. Was the consultant's report or contribution to the team's report well organized, clearly and simply written, without jargon? Did the consultant present his/her conclusions logically and convincingly, with adequate references? Were the consultant's inputs and outputs complete, covering all the requirements in the terms of reference? Did the consultant's report cover all the issues raised?

2. Evaluation Periods

- a. Engagement Evaluations
Each of the major engagements of the consultancy firm shall be evaluated by the involved stakeholders. This will be accomplished by the TWG during or after the Presentation in each of the Milestones.
- b. MISO Quarterly Evaluations
The MISO shall evaluate the performance of the consultancy on a quarterly basis. The monthly spot reports shall form part of the evaluation.

VIII. Renumeration

For this engagement, the approved budget for the technical consulting services shall not exceed the amount of **Thirty Million Pesos (P30,000,000.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. Proposal received in excess of the approved budget shall be automatically rejected at the proposal opening.

IX. Criteria for the Evaluation of the Proposal

The selection of the Consultancy Firm shall follow the Quality and Cost Based Selection (QCBS) of Consultant.

The prospective bidders for the project shall submit the following documents to the Supreme Court Bids and Awards Committee – Consultancy Services:

1. Letter of Interest;
2. SEC Registration of Firm or its equivalent, if an international firm;
3. Company Profile;
4. Curricula Vitae of the Proposed Team of Consultants;
5. List of related projects/experience in IT Consultancy in the public and/or private sector; and
6. Audited Financial Report for the last three years.

The Consultancy Firm will be selected using a competitive process based on qualifications, capability to carry out the assignment, and grading of the proposal. It shall follow the Quality-Based Selection (QBS) of Consultant identified below.

a. Evaluation of the Quality

The Supreme Court Bids and Awards Committee for Consultancy Services (BAC Consultancy), shall designate a Technical Working Group (TWG) composed of three or more personnel with experiences in the given fields that shall evaluate each technical proposal, taking into account several criteria: (a) the Consultancy Firm's Specific Experience for the assignment, (b) the Quality of the Methodology proposed, and (c) the Qualifications of the Key Personnel proposed in the performance of the assignment. Each criterion shall be marked on a scale of 1 to 100. Then the marks shall be weighted to become scores. The following weights are indicative, and may be adjusted for specific circumstances. The proposed weights shall be disclosed in the RFP.

Consultancy Firm's Specific Experience: 10-30 points

The consultancy firm's experience and capability should include its record in previous engagements and the quality of its performance in similar and other projects. These also include its relationship with previous and current clients, overall current work commitments, the geographical distribution of its previous and current projects, and the level of attention it is going to give to the project in question. In rating a consultant on this criterion, the BAC ought to consider both the overall experiences of the firm and the individual experiences of the principal and key staff, including those experiences when the staff were employed by other consultancy firms.

Quality of the Methodology: 20-40 points

This criterion should emphasize the efficiency, clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of the interpretation of project problems, risks and the suggested solutions.

Qualification of Key Personnel: 30-70 points

This criterion covers suitability of key staff to perform the duties of the particular assignments and their general qualifications and competence, including education, certification and training.

Total: 100 points

The TWG may divide these criteria into sub-criteria. For example, sub-criteria under methodology might be innovation and level of detail. However, the number of sub-criteria should be kept to the essential. It is recommended not to use exceedingly detailed lists of sub-criteria that may render the evaluation a mechanical exercise more than a professional assessment of the proposals. The weight given to experience can be relatively modest, since this criterion has already been taken into account when short-listing the Consultant. More weight shall be given to the methodology in the case of more complex assignments (for example, multidisciplinary feasibility or management studies).

It is recommended that evaluation will be done only on the key personnel. Since key personnel ultimately determine the quality of performance, more weight shall be assigned to this criterion if the proposed assignment is complex. The TWG shall review the qualifications and experience of proposed key personnel in their curricula vitae, which must be accurate, complete, and signed by an authorized official of the Consultant and the individual proposed. When the assignment depends critically on the performance of key staff, such as a Project Manager in a large team of specified individuals, it may be desirable to conduct interviews. The individuals shall be rated in the following three sub-criteria, as relevant to the task:

- general qualifications: general education and training, length of experience positions held, time with the consulting firm as staff, experience in developing countries, and so forth;
- adequacy for the assignment: education, training, and experience in the specific sector, field, subject, and so forth, relevant to the particular assignment; and
- experience in the region: knowledge of the local language, culture, administrative system, government organization, and so forth.

The TWG shall evaluate each proposal on the basis of its responsiveness to the TOR. A proposal shall be considered unsuitable and shall be rejected at this stage if it does not respond to important aspects of the TOR or it fails to achieve a minimum technical score specified in the RFP.

At the end of the process, the TWG shall prepare an evaluation report of the "quality" of the proposals. The report shall substantiate the results of the evaluation and describe the relative strengths and weaknesses of the proposals. All records relating to the evaluation, such as individual mark sheets, shall be retained until completion of the project and its audit.

b. Negotiations and Award of Contract

Negotiations shall include discussions of the TOR, the methodology, staffing, BAC's inputs, TWG's inputs, and special conditions of the contract. These discussions shall not substantially alter the original TOR or the terms of the contract, lest the quality of the final product, its cost, and the relevance of the initial evaluation be affected. Major reductions in work inputs should not be made solely to meet the budget. The final TOR and the agreed methodology shall be incorporated in the "Description of Services," which shall form part of the contract.

The selected firm should not be allowed to substitute key staff, unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their

availability, the firm may be disqualified and the process continued with the next ranked firm. The key staff proposed for substitution shall have qualifications equal to or better than the key staff initially proposed.

Financial negotiations shall include clarification of the consultants' tax liability in the Philippines (if any), and how this tax liability has been or would be reflected in the contract. Proposed unit rates for staff-months and reimbursables shall not be negotiated, since these have already been a factor of selection in the cost of the proposal, unless there are exceptional reasons.

If the negotiations fail to result in an acceptable contract, the BAC shall terminate the negotiations and invite the next ranked firm for negotiations. The Consultant shall be informed of the reasons for termination of the negotiations. Once negotiations are commenced with the next ranked firm, the BAC shall not reopen the earlier negotiations. After negotiations are successfully completed, the BAC shall promptly notify other firms on the shortlist that they were unsuccessful.

c. Rejection of All Proposals, and Re-invitation

The CCL will be given with a report in rejecting all proposals only if all proposals are non-responsive and unsuitable either because they present major deficiencies complying with the TOR, or because they involve costs substantially higher than the original estimate. In the latter case, the feasibility of increasing the budget, or scaling down the scope of services with the firm should be investigated in consultation with the CCL. Before all the proposals are rejected and new proposals are invited, the BAC shall notify the CCL, indicating the reasons for rejection of all proposals, and shall obtain the CCL's no objection before proceeding with the rejection and the new process. The new process may include revising the RFP (including the short list) and the budget. These revisions shall be agreed upon with the CCL.

d. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.

S.N.	Evaluation Criteria	pts	pts	Max Score
1	Consultancy Firm's Specific Experience: 30 points In rating a consultant on this criterion, the BAC ought to consider both the overall experiences of the firm and the individual experiences of the principal and key staff, including those experiences when the staff were employed by other consultancy firms.			30
1.1	Experience in providing consultancy services to government institutions specific to the:		4	(disqualified if bidder acquired 0)
1.1.1	(i) deployment up to the acceptance of the client of major enterprise software systems, and/or	2		
1.1.2	(ii) competitive acquisition of major enterprise software systems	2		
1.2	Experience in utilizing different standards		12	
1.2.1	(i) Experience in utilizing Control Objectives for IT (COBIT)	3		
1.2.2	(ii) Experience in utilizing any of the following standards: - Information Technology Infrastructure Library (ITIL) - Value for IT Investments (VAL IT) - Enterprise Governance of IT (EGIT) - International Standard for Corporate Governance of Information Technology (ISO/IEC 38500) - International Standard for Risk Management (ISO/IEC 31000) - International Standard for Information Security Management Systems (ISO/IEC 27000) - International Standard for Service Management (ISO/IEC 20000) - The Open Group Architecture Framework (TOGAF) - Committee of Sponsoring Organizations of the Treadway Commission (COSO) - Projects IN Controlled Environments (PRINCE2) experience in 1 standard = 20% experience in 2 standards = 40% experience in 3 standards = 60% experience in 4 standards = 80% experience in 5 standards and above = 100%	6		(disqualified if bidder acquired 0)
1.2.3	(iii) Experience in utilizing other standards. Bidder should identify these other standards. After submission of the bidder's experience, the TWG should thoroughly evaluate these standards and maximum score to be given is 3.	3		
1.3	Preferably certified under ISO Quality Management Systems (ISO 9001:2015 Certified)		3	
1.4	Preferably certified under ISO Information technology — Security techniques — Information security management systems — Requirements (ISO 27001:2013 Certified)		3	
1.5	Experience in the conduct of process mapping analysis, gap analysis, systems engineering and development, quality audit, total quality management, and other similar or related fields. Bidder will be requested for certification from their previous clients on the completion of the above. 1 activity completed - 20% 2 activities completed - 40% 3 activities completed - 60% 4 activities completed - 80% 5 and above activities completed - 100%		2	
1.6	Successful experience related to IT Governance Framework, Strategic Planning and Operations Manual		6	
1.6.1	Size of the largest consultancy project Size (measured in number of target participants) of the largest successfully completed project with a certificate of satisfactory completion or acceptance issued by the client or official receipt indicating full and final payment. 1 project with 2,001 or more participants = 100% 1 project with 1,001 to 2,000 participants = 80% 1 project with 500 to 1,000 participants = 60% 1 project with less than 500 participants or zero project = 0%	3		
1.6.2	Number of consultancy project Number of successfully completed projects with a minimum of 500 target participants and with a certificate of satisfactory completion or acceptance issued by the client, and official receipt indicating full and final payment. 3 or more projects = 100% 2 projects = 80% 1 Project = 60% zero project = 0%	3		
2	Quality of the Methodology: 40 points			40
2.1	The workplan to be submitted will be rated based on comprehensiveness, innovativeness, interpretation of issues of risks, and suggested solutions			
3	Qualification of Key Personnel: 30 points			30
3.1	Preferably any or all of the subject matter experts to have Six Sigma Certification		3	
3.1.1	1 to 2 subject matter experts have Six Sigma Certification (any belt level) 40% 3 to 4 subject matter experts have Six Sigma Certification (any belt level) 80% 5 or more subject matter experts have Six Sigma Certification (any belt level) 100%	1		
3.1.2	1 subject matter expert have Black Level Six Sigma Certification 50% 2 or more subject matter experts have Black Level Six Sigma Certification 100%	2		
3.2	Project Manager		3	
3.2.1	Educational Background CV must clearly show the presence of the University Degree or Units taken up mentioned below. Graduate with IT related University Degree and IT related Doctorate's degree =100% Graduate with IT related University Degree with IT related Masters/MSc degree or MBA = 85% Graduate with IT related University Degree = 70% No University Degree but with IT related units = 50%	1		
3.2.2	Trainings and Certifications CV must clearly show the presence of Certification/Training in project management (e.g. PMP, PRINCE2) IT-related Project Management Certification = 100% IT-related Project Management Training = 50%	1		

S.N	Evaluation Criteria	pts	pts	Max Score
3.6.1	<p>Trainings and Certifications</p> <p>CV must clearly show the presence of Certification/Training in software development (e.g. Java Programmer Certification, Python Certification, etc.)</p> <p>Software Development Certification = 100%</p> <p>Software Development Training = 50%</p>	0.5		
3.6.2	<p>Work Experience in IT related fields</p> <p>CV must clearly show proven reference that within the period the applicant led, managed, or was involved in a software development project of a value of at least Php 10 million, with at least 10 years experience, and minimum of 3 projects.</p> <p>Experience of handling projects above 14 years = 100%</p> <p>Experience of handling projects between 12 to 14 years = 85%</p> <p>Experience of handling projects between 10 to 12 years = 70%</p> <p>or</p> <p>Experience of handling projects above Php 20 million = 100%</p> <p>Experience of handling projects between Php15 million to Php 20 million = 85%</p> <p>Experience of handling projects between Php10 million to Php 15 million = 70%</p>	0.5		
3.6.3	<p>Work Experience in IT related fields</p> <p>CV must clearly show proven reference that within the period the applicant led or managed a software development project of a value of at least Php 10 million, with at least 10 years experience, and minimum of 3 projects.</p> <p>Experience of handling projects above 14 years = 100%</p> <p>Experience of handling projects between 12 to 14 years = 85%</p> <p>Experience of handling projects between 10 to 12 years = 70%</p> <p>or</p> <p>Experience of handling projects above Php 20 million = 100%</p> <p>Experience of handling projects between Php15 million to Php 20 million = 85%</p> <p>Experience of handling projects between Php10 million to Php 15 million = 70%</p>	1		
3.7	Security Architect		2	
3.7.1	<p>Educational Background</p> <p>CV must clearly show the presence of the University Degree or Units taken up mentioned below.</p> <p>Graduate with IT related University Degree and IT related Doctorate's degree =100%</p> <p>Graduate with IT related University Degree with IT related Masters/MSc degree or MBA = 85%</p> <p>Graduate with IT related University Degree = 70%</p> <p>No University Degree but with IT related units = 50%</p>	0.5		
3.7.2	<p>Trainings and Certifications</p> <p>CV must clearly show the presence of Certification/Training in IT Security (e.g. Certified Information Systems Security Professional (CISSP), Cisco CCNA Cyber Ops, CompTIA Security+)</p> <p>IT Security Certification = 100%</p> <p>IT Security Training = 50%</p>	0.5		
3.7.3	<p>Work Experience in IT related fields</p> <p>CV must clearly show proven reference that within the period the applicant led, managed, or was involved in a similar IT security project of a value of at least Php 10 million, with at least 10 years experience, and minimum of 3 projects.</p> <p>Experience of handling projects above 14 years = 100%</p> <p>Experience of handling projects between 12 to 14 years = 85%</p> <p>Experience of handling projects between 10 to 12 years = 70%</p> <p>or</p> <p>Experience of handling projects above Php 20 million = 100%</p> <p>Experience of handling projects between Php15 million to Php 20 million = 85%</p> <p>Experience of handling projects between Php10 million to Php 15 million = 70%</p>	1		
3.8	Change Management Specialist		3	
3.8.1	<p>Educational Background</p> <p>CV must clearly show the presence of the University Degree or Units taken up mentioned below.</p> <p>Graduate with change management related University Degree and change management related Doctorate's degree =100%</p> <p>Graduate with change management related University Degree with change management related Masters/MSc degree or MBA = 85%</p> <p>Graduate with change management related University Degree = 70%</p> <p>No University Degree but with change management related units = 50%</p>	1		
3.8.2	<p>Trainings and Certifications</p> <p>CV must clearly show the presence of Certification/Training in change management (e.g. Certified Change Management Professional (CCMP), Prosci Change Management Certification)</p> <p>Change Management Certification = 100%</p> <p>Change Management Training = 50%</p>	1		
3.8.3	<p>Work Experience in IT related fields</p> <p>CV must clearly show proven reference that within the period the applicant led or managed a similar change management project of a value of at least Php 10 million, with at least 10 years experience, and minimum of 3 projects.</p> <p>Experience of handling projects above 14 years = 100%</p> <p>Experience of handling projects between 12 to 14 years = 85%</p> <p>Experience of handling projects between 10 to 12 years = 70%</p> <p>or</p> <p>Experience of handling projects above Php 20 million = 100%</p> <p>Experience of handling projects between Php15 million to Php 20 million = 85%</p> <p>Experience of handling projects between Php10 million to Php 15 million = 70%</p>	1		
3.9	Systems Integration Specialist		3	

S.N.	Evaluation Criteria	pts	pts	Max Score
3.9.1	Educational Background CV must clearly show the presence of the University Degree or Units taken up mentioned below. Graduate with IT related University Degree and IT related Doctorate's degree =100% Graduate with IT related University Degree with IT related Masters/MSc degree or MBA = 85% Graduate with IT related University Degree = 70% No University Degree but with IT related units = 50%	1		
3.9.2	Trainings and Certifications CV must clearly show the presence of Certification/Training in systems integration System Integrator Certification = 100% System Integrator Training = 50%	1		
3.9.3	Work Experience in IT related fields CV must clearly show proven reference that within the period the applicant led or managed a similar IT systems integration project of a value of at least Php 10 million, with at least 10 years experience, and minimum of 3 projects. Experience of handling projects above 14 years = 100% Experience of handling projects between 12 to 14 years = 85% Experience of handling projects between 10 to 12 years = 70% or Experience of handling projects above Php 20 million = 100% Experience of handling projects between Php15 million to Php 20 million = 85% Experience of handling projects between Php10 million to Php 15 million = 70%	1		
3.10	Business Process Mapping Specialist		3	
3.10.1	Educational Background CV must clearly show the presence of the University Degree or Units taken up mentioned below. Graduate with IT, Engineering, Business related University Degree and related Doctorate's degree = 100% Graduate with IT, Engineering, Business related University Degree with IT related Masters/MSc degree or MBA = 85% Graduate with IT, Engineering, Business related University Degree = 70% No University Degree but with IT, Engineering, Business related units = 50%	1		
3.10.2	Trainings and Certifications CV must clearly show proven experience in analysis of business processes, and within the period, proven 10 years experience in business process mapping Business Process Mapping Certification = 100% Business Process Mapping Training = 50%	1		
3.10.3	Work Experience in IT related fields CV must clearly show proven reference that within the period the applicant led or managed a similar business process mapping project of a value of at least Php 10 million, with at least 10 years experience, and minimum of 3 projects. Experience of handling projects above 14 years = 100% Experience of handling projects between 12 to 14 years = 85% Experience of handling projects between 10 to 12 years = 70% or Experience of handling projects above Php 20 million = 100% Experience of handling projects between Php15 million to Php 20 million = 85% Experience of handling projects between Php10 million to Php 15 million = 70%	1		
3.11	Senior IT Consultant in Organizational Development		3	
3.11.1	Educational Background CV must clearly show the presence of the University Degree or Units taken up mentioned below. Graduate with IT related University Degree and IT related Doctorate's degree =100% Graduate with IT related University Degree with IT related Masters/MSc degree or MBA = 85% Graduate with IT related University Degree = 70% No University Degree but with IT related units = 50%	1		
3.11.2	Trainings and Certifications CV must clearly show the presence of Certification/Training in organizational development Organizational Development Certification = 100% Organizational Development Training = 50%	1		
3.11.3	Work Experience in IT related fields CV must clearly show proven reference that within the period the applicant led, managed, or was involved in an IT project, with Organizational Development, of a value of at least Php 10 million, with at least 10 years experience, and minimum of 3 projects. Experience of handling projects above 14 years = 100% Experience of handling projects between 12 to 14 years = 85% Experience of handling projects between 10 to 12 years = 70% or Experience of handling projects above Php 20 million = 100% Experience of handling projects between Php15 million to Php 20 million = 85% Experience of handling projects between Php10 million to Php 15 million = 70%	1		
3.12	Quality Assurance Specialist		2	
3.12.1	Educational Background CV must clearly show the presence of the University Degree or Units taken up mentioned below. Graduate with IT related University Degree and IT related Doctorate's degree =100% Graduate with IT related University Degree with IT related Masters/MSc degree or MBA = 85% Graduate with IT related University Degree = 70% No University Degree but with IT related units = 50%	0.5		

S.N.	Evaluation Criteria	pts	pts	Max Score
3.12.2	Trainings and Certifications CV must clearly show the presence of Certification/Training in Quality Assurance and/or IT Governance Framework Specialist (e.g. COBIT 5 Assessor Certificate) Quality Assurance Certification = 100% Quality Assurance Training = 50%	0.5		
3.12.3	Work Experience in IT related fields CV must clearly show proven reference that within the period the applicant led or managed the quality assurance aspect of an IT project of a value of at least Php 10 million, with at least 10 years experience, and minimum of 3 projects. Experience of handling projects above 14 years = 100% Experience of handling projects between 12 to 14 years = 85% Experience of handling projects between 10 to 12 years = 70% or Experience of handling projects above Php 20 million = 100% Experience of handling projects between Php15 million to Php 20 million = 85% Experience of handling projects between Php10 million to Php 15 million = 70%	1		

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

Hon. RAUL BAUTISTA VILLANUEVA

Deputy Court Administrator

and Chairperson

Bids and Awards Committee

for Consultancy Services (BAC-CS)

Supreme Court of the Philippines

Manila

Sir:

In connection with the published Invitation to Bid dated [insert date] for [Title of Project], [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor. In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and shortlisted or not.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

ELIGIBILITY REQUIREMENTS FOR CONSULTING SERVICE

NAME OF CONSULTANT

Failure to submit any of the following documents will be a ground for ineligibility. The authorized representative must attend the eligibility check to present, for authentication, the originals of the submitted documents.

A	CONSULTANT PROFILE	SUBMITTED	PASS	FAIL
1	Number of years in business			
2	Name, address and location map to main office			
B	LEGAL DOCUMENTS			
1	SEC Registration Certificate /DTI business name registration whichever may be appropriate under existing laws			
2	Valid and current Mayor's permit/ municipal licenses			
C	TECHNICAL DOCUMENTS			
1	<p>Duly signed consultant's statement of (i) similar or related on-going and completed government and private contracts starting 2000 until 2020 including contracts awarded but not yet started and (ii) other on-going government and private contracts not similar in nature to the contract to be bid, including contracts awarded but not yet started.</p> <p>The statement shall include for each contract, the following:</p> <ul style="list-style-type: none"> a. Name and location of the contract/project; b. Date of Contract; c. Type of consulting service; d. Amount of Contract; e. Date of Contract; and f. Contract duration 			
2	Duly signed consultant's statement on: (i) names of owner(s)/ partners or officers and their respective curriculum vitae; (ii) names of key staff and their curriculum vitae.			

3	Statement of the citizenship of consultant-owner(s)/ partners or officers as the case may be – and confirming that those who will actually perform the service are registered professionals authorized by their appropriate regulatory body to practice the profession.			
4	Duly signed statement that it has technical competence, experience and staff capabilities to undertake the Project.			
D	FINANCIAL DOCUMENT			
1	The consultant's audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year (20) showing, among others, the consultant's total and current assets and liabilities.			

Remarks: () Eligible () Ineligible

Authorized Representative
of the Consultant