



Republic of the Philippines  
DEPARTMENT OF HEALTH  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**

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**BID BULLETIN NO. BB-2025-031**


Date : **February 13, 2025**  
TO : **SHORTLISTED CONSULTANT**  
FROM : **BIDS AND AWARDS COMMITTEE**  
SUBJECT : **AMENDMENT AS STATED**

Name of Project : **RFP 2025-066: One (1) Lot Information Technology Consultancy  
Phase 2 A ( ABC = Php 2,000,000.00)**

This Bid Bulletin No. **BB-2025-031** outlines the amendments in the issued bidding documents for the above project as follows:

FROM	TO
Terms of Reference issued on January 23, 2025	Revised Terms of Reference (See attached Annex "A")

For information and guidance of all concerned.

  
**FRANCIS S. DELA CUESTA, RN, MAN**  
Chairperson, Bids and Awards Committee



## PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

### Terms of References

**Project Title:** Information Technology Consultancy Phase 2A

#### Background

The IT consultant has completed the first phase of the IT coaching deliverables, as outlined in the terms of reference. During this stage, the consultant assessed the situation, took note of the issues and observations, and provided recommendations based on this assessment.

One of the recommendations made by the consultant is to prepare and justify the Information System Strategic Plan (ISSP) for the fiscal years 2024 to 2026. This plan will need to be approved by both the Department of Information and Communication Technology and the Board of Trustees. The consultant will help create the plan, provide technical specifications, and oversee its execution. As a result, Phase 2 Terms of Reference have been created.

PCMC is a multi-facility located at Quezon Avenue corner of Agham Road, Quezon City. The organization is currently working on implementing network, connectivity, seamless digital transactions, online platform, and e-governance systems.

- **Integrated Hospital Information Systems**
  - Hospital Information Systems
  - Supply and Inventory Management Systems
  - Laboratory Information System
  - Radiology Information System
  - Financial Management Systems
  - Human Resource Information Systems
    - Recruitment
    - Timekeeping
    - Payroll
    - Performance Management
  - Electronic Health Records
    - Telemedicine
    - Electronic Medical Records
    - Document Management System
    - Queueing System

- **Hospital Facilities**

- Main Building
- Temporary Shelter to Watcher (2 Storey)
- Escuelahang Munti (2 Storey)
- NEW Building (8 Storey)
- Pediatric CANCER Center with Linac Banker (4 Storey)
- Pediatric BRAIN and Spine Center (4 Storey)
- Pediatric Rehabilitation Medicine (3 Storey)

## OBJECTIVE

The engagement of this information technology (IT) consultancy services is expected to attain the following objectives

- 1 Assess and review the present information & communications technology (ICT) operations and strategies of PCMC.
- 2 Recommend ways to strengthen the ICT infrastructure of PCMC by:
  - a. Providing strategic and long-term plans to strengthen the ICT services in terms of delivering technical services such as:
    - i. Corrective (Minor) and Annual Preventive Maintenance Program
    - ii. Upgrading and Ensuring High Availability of Internet/Network Connection
    - iii. Local Telephone Line (VOIP)
    - iv. Data Loss Prevention Strategies
    - v. Implementation of secured centralized storage with cloud synchronization technology to easily access the data internally and externally
  - b. Provide long-term solutions for preventing data breaches, cyber-attacks, data exfiltration, or unwanted destruction of data in terms of high network security level.
  - c. Provide long-term plans and solutions for information systems in terms of development, deployment, and management.
  - d. Provide a strategic plan for implementing backup power for servers during power interruption through solar-powered setup.
  - e. Provide a list of training and a strategic plan for strengthening the ICT capabilities and skills of the staff in the Management Information Services Division (MISD).
  - f. Provide a strategic plan for the Management Information Service Division (MISD) for 2024 to 2026.
- 3 Operationalize and guide the implementation of ICT Policies, Work Processes, and Procedures
- 4 Provide sustainable design and planning of ICT infrastructure for the multi-facility of PCMC
- 5 Conduct training on ICT Solutions.
- 6 Provide and recommend a timetable/Gantt chart for each phase including its planning, implementation, review, and evaluation period.
- 7 Assist PCMC in successfully implementing a comprehensive and integrated HIS that meets the organization's clinical, operational, and financial needs while ensuring data security and compliance.
- 8 Understand different business domains' unique challenges and opportunities to tailor analytics solutions accordingly.

## SCOPE OF WORK

The IT consultant shall perform the following services:

### PHASE 1: ASSESSMENT, EVALUATION, and PLANNING

- The activities and deliverables under PHASE 1 were fulfilled under PO# 75311 in response to the Terms of References detailed under RFP 2023-456. *The services under Phase 1 have been rendered.*

### PHASE 2A: FORMULATION

- Formulate the 1st group of ICT solutions in response to the specified recommendations in PHASE 1.

### PHASE 2B: FORMULATION

- Formulate the 2nd group of ICT solutions in response to the specified recommendations in PHASE 1. *The activities and deliverables under Phase 2B are not part of this Scope of Work.*

### PHASE 3: IMPLEMENTATION

- Supervise the implementation of the ICT solutions that were formulated in PHASE 2A and PHASE 2B. *The activities and deliverables under Phase 3 are not part of this Scope of Work.*

### PHASE 2A: FORMULATION

- 2.1 Develop technical specifications for Technology Stack provider
- 2.2 Develop technical specifications for ADF<sup>1</sup> provider
- 2.3 Develop technical specifications for Cybersecurity provider
- 2.4 Develop technical specifications for Cloud Subscription, Data Warehouse, Computing Devices, Printing and Scanning Devices
- 2.5 Develop technical specifications for Presentation Device, Device Support, and User Support Services
- 2.6 Participate in the pre-procurement and pre-bidding conferences for the Procurement of ISSP deliverables to address queries, questions, and concerns from bidders.
- 2.7 Supervise the Network Rehabilitation of Main Building
- 2.8 Supervise the implementation of network infrastructure for the new buildings
- 2.9 Help in forming the PCMC's project development team table of organization, outlining clear roles and responsibilities.
- 2.10 Train the PCMC's project development team on industry best practices for application development.
- 2.11 Recommend prioritization or phasing strategy for application development projects.

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<sup>1</sup> Application Development Framework

Should the PCMC decide to buy, assist in evaluating end-user requirements and procurement activities for a fully developed application system.

### PROPOSED ACTIVITIES AND WORK PLAN (Deliverables and Duration)

Month	Activities	Deliverables
01 to 02	PHASE 2A: Formulation	<ol style="list-style-type: none"> <li>1. Technical specifications for Technology Stack provider</li> <li>2. Technical specifications for ADF provider</li> <li>3. Technical specifications for Cybersecurity provider</li> <li>4. Technical specifications for Cloud Subscription, Data Warehouse, Computing Devices, Printing and Scanning Devices</li> <li>5. Technical specifications for Presentation Device, Device Support, and User Support Services</li> </ol>
03 to 04	PHASE 2A: Formulation	<ol style="list-style-type: none"> <li>6. Define Project Development Team Table of Organization with clear roles and responsibilities</li> <li>7. Provide Training for Project Development Team on Application Development.</li> <li>8. Define Phases of Application Development</li> </ol>

#### QUALIFICATION

- Have at least 5 years of knowledge and expertise in network infrastructure, administration, and software development.
- Have experience working daily with network or host-based threat detection technologies.
- Knowledgeable in Fiber Optic equipment and implementation and networking technologies and protocols, including Ethernet, VLANs, TCP/IP, and routine.
- Must be proactive and a self-starter as this position requires much independent work.
- Experience with security technologies including vulnerability scanning, firewalls & log analysis, host-based detection tools, security events, and incident management (SEIM), antivirus, network packet analyzers, malware analysis, and forensics tools. Experience in performing and analyzing audit, router, and firewall logs, IDS logs and TCP/IP headers.
- Competent and has an active certification in Information Management Systems or any equivalent certification.
- Must have strong technical skills in database management, programming languages, and integration technologies. A qualified consultant should have a strong foundation in data engineering, including experience with processes, data warehousing, and data modeling.

## **SELECTION CRITERIA FOR SHORTLISTING OF CONSULTANCY PROVIDER**

1. Prospective consultancy providers are required to submit the following
  - a. Track record (include a list of government/private agencies that are assisted with similar projects) of individual consultant
  - b. Curriculum Vitae (CV) of consultant who will be engaged in the project activities.
  - c. More detailed/expounded proposal to achieve the scope of the work; and
  - d. Quotation breakdown of the cost components, per phase or activity, and number of person-days when applicable
2. Proposals shall be evaluated based on the experience and capability of the consultant(s) and their plan of approach and methodology
3. Consultant shall be shortlisted based on the criteria outlined herein:
  - a. Track record of the Consultancy Firm and Individual Consultants (50%)
  - b. Qualification of personnel to be assigned to the job (30%)
  - c. Concurrent workload relative to job capacity (20%)
  - d. Hurdle rate against 100% of criterion (70%)
4. The consultant shall be selected using the Quality Based Evaluation/Selection (QBE/QBS) procedure as prescribed under Section 33.2.1 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184, or the Government Procurement Reform Act (GPRA)
5. Technical Proposal will be evaluated using the following criteria
  - a. Quality of Personnel (40%)
  - b. Experience and Capability of Consultant (40%)
  - c. Plan of Approach and Methodology (20%)
  - d. Hurdle rate against 100% of criterion (70%)

## **RESPONSIBILITY AND LOGISTICAL PROVISION**

The Consultant shall:

- Be physically available during on-site assessment and agreed dates of engagement
- Shall conduct and finish the consultancy in four (4) months.
- Shall be responsible for the preparation and completion of deliverables including monthly accomplishment reports to be submitted in three (3) hard copies with PDF files

The PCMC shall:

- Select the consultants through the applicable government procurement process.
- Issue Notice of Award to eligible and qualified consultants
- Issue Notice to Proceed to the selected consultancy provider
- Regularly monitor and evaluate the progress of the consultancy.

## TERMS OF PAYMENT

PCMC shall release applicable payment under the required expected outputs/project milestones in the following breakdown (target date for payment to be determined based on the agreed schedule):

Description	Payment
Initial Payment, upon signing of the contract.	15%
Upon submission of technical specifications for: <ul style="list-style-type: none"> <li>• Technology Stack provider</li> <li>• ADF provider</li> <li>• Computing Devices, Printing and Scanning Devices</li> <li>• Presentation Device, Device Support, and User Support Services</li> <li>• Cybersecurity provider</li> </ul> Upon completion of the following: <ul style="list-style-type: none"> <li>• Project Development Team Table of Organization with clear roles and responsibilities.</li> <li>• Training for Project Development Team on Application Development</li> <li>• Phases of Application Development</li> </ul>	60%
Upon submission of technical specifications for: <ul style="list-style-type: none"> <li>• Cloud Subscription</li> <li>• Data Warehouse Subscription</li> <li>• Submission of a Phase 2 Report and Recommendation</li> </ul>	25%

The above-mentioned deliverables shall be subject to acceptance and approval of PCMC and payments will be subject to usual government accounting and auditing requirements and applicable withholding taxes

## PENALTIES

In case of breach, liquidated damages shall be payable by the consultancy provider, at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Amount of the contract, PCMC may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

**CONFIDENTIALITY**

The consultant shall execute a non-disclosure agreement for all confidential and sensitive information such as, but not limited to, drawings, network maps, software, quality management manuals, minutes of meetings, accounts, and written data, whether concerning the PCMC ICT operations and management.

**OTHERS**

Any changes, modifications, and alterations to any of the foregoing provisions of these Terms of References shall be made only upon the mutual consultation and agreement of both parties.

**Project Duration:** Four (4) months

**Project Cost:** PCMC has allotted a budget of PhP2,000,000.00 including applicable taxes.

**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name

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Contact No:

\_\_\_\_\_  
Name of Company/Firm Company's

\_\_\_\_\_  
Official Email Address Company's  
(where notices will be sent)

\_\_\_\_\_  
Official Contact No.