COOPERATIVE DEVELOPMENT AUTHORITY

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BAGONG PILIPINAS

REQUEST FOR QUOTATION

Date: May 5, 2025
RFQ No.: 2025 - 098A

Name of Company: _____
Address: _____
_____
Business Permit No.: _____
TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

JOSELITO O. HALLAZGO
Chairman, Bids & Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	PRICE			Compliance with Technical Specifications (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ICTD - INTENDED FOR USE BY THE TRANSPORT COOPERATIVES		₱300,000.00						
PROCUREMENT OF SERVICE FOR THE DEVELOPMENT OF A DESKTOP- BASED ELECTRONIC BOOKKEEPING SYSTEM (EBS) FOR TRANSPORT COOP	1 LOT							

1. BACKGROUND AND OBJECTIVES

1.1. The Cooperative Development Authority (CDA) aims to develop a Desktop-Based Electronic Bookkeeping System (EBS) to enhance the efficiency and accuracy of financial record-keeping for transport cooperatives. Given the unique financial transactions and regulatory requirements of transport cooperatives, this system will provide an intuitive and standardized solution tailored to their needs. The application will enable transport cooperatives to record, track, and manage their financial transactions efficiently while ensuring compliance with bookkeeping standards and CDA regulations.

1.2. This initiative seeks to:

1.2.1. Improve the accessibility and reliability of financial records for transport cooperatives operating in various locations.
1.2.2. Provide a secure and automated solution to minimize manual bookkeeping errors.
1.2.3. Ensure compliance with regulatory requirements through a standalone desktop application.
1.2.4. Offer transport cooperatives a cost-effective, localized bookkeeping solution that does not require internet connectivity.

2. PROJECT SOURCE OF FUND

2.1. The Approved Budget for the Contract (ABC) is THREE HUNDRED THOUSAND PESOS (PHP300,000.00), inclusive of VAT, which will be chargeable against the 2025 CDA ICTD MOOE fund.

3. SCOPE OF WORK AND SERVICES

3.1. The contractor shall be responsible for the design, development, deployment, and maintenance of the Desktop-Based Electronic Bookkeeping System for transport cooperatives. The key components of the project include:

3.1.1. System Design and Architecture

3.1.1.1. Requirement Analysis: Conduct stakeholder consultations with CDA and transport cooperative representatives to finalize system requirements.

3.1.1.2. System Design: Develop a modular, scalable desktop application architecture, including database schema, user interface prototypes, and workflow diagrams.

3.1.1.3. Technical Documentation: Provide documentation covering database structures and system design.

3.1.2. Development Services

3.1.2.1. User Interface (UI) Development: Design an intuitive and responsive desktop interface compatible with Windows-based systems.

3.1.2.2. Back-End Development: Implement a secure back-end using modern programming frameworks (e.g., Java, C#, or Python).

3.1.2.3. Database Management: Develop a local relational database for offline data storage and processing.

3.1.2.4. Role-Based Access Control: Implement user authentication levels (admin, bookkeeper, auditor, etc.).

3.1.2.5. Audit and Logging Mechanisms: Maintain an audit trail for transparency and accountability.

3.1.3. Testing and Quality Assurance

3.1.3.1. Unit Testing: Ensure all modules function correctly.

3.1.3.2. System and Integration Testing: Validate data integrity across modules.

3.1.3.3. User Acceptance Testing (UAT): Conduct training and testing sessions with key transport cooperative representatives.

3.1.3.4. Performance Testing: Assess application efficiency under various operational loads.

4. FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS

4.1. The system must be capable of the following functional requirements:

4.1.1. User Management

4.1.1.1. The system shall support role-based access control (e.g., admin, accountant, auditor).

4.1.1.2. The system shall allow administrators to create, update, and deactivate user accounts.

4.1.1.3. The system shall provide secure login and logout mechanisms.

4.1.2. Financial Transaction Management

4.1.2.1. The system shall allow users to record, edit, and delete financial transactions (e.g., sales, purchases, receipts, payments).

4.1.2.2. The system shall provide templates for common financial transactions.

4.1.2.3. The system shall support double-entry bookkeeping principles.

4.1.3. Chart of Accounts

4.1.3.1. The system shall enable the configuration of a chart of accounts as prescribed by the CDA.

4.1.3.2. The system shall support account categorization (e.g., assets, liabilities, equity, revenue, and expenses).

4.1.3.3. The system will allow the administrator to add/edit the chart of accounts.

4.1.4. Financial Reporting

4.1.4.1. The system shall generate standard financial reports, including:

4.1.4.1.1. Statement of Operations

4.1.4.1.2. Statement of Financial Condition

4.1.4.1.3. Cash Flow Statement

4.1.4.1.4. Statement of Changes in Equity

4.1.4.1.5. General Journal

4.1.4.1.6. General Ledger

4.1.4.1.7. Subsidiary Ledgers

4.1.4.2. The system shall allow users to generate customized reports.

4.1.4.3. The system shall provide visualization options such as graphs and charts for financial data analysis.

4.1.5. Audit and Tracking

4.1.5.1. The system shall maintain an audit trail of all transactions and user actions.

4.1.5.2. The system shall provide logs for tracking changes to financial data.

4.1.5.3. The system shall support data import/export in formats like CSF, Excel, and PDF

4.1.6. Bank Reconciliation

4.1.6.1. The system shall allow users to encode or upload bank statements for reconciliation with recorded transactions.

4.2. Non-Functional Requirements

4.2.1. Performance: The system should support up to 5 concurrent users without degradation.

4.2.2. Scalability: Future enhancements should be implemented with minimal system redesign.

4.2.3. Backup & Recovery: Local backup options with quick recovery mechanisms.

4.3. The system must be compliant with the following non-functional requirements:

4.3.1. Performance

4.3.1.1. Financial reports shall be generated within 15 seconds

4.3.2. Security

4.3.2.1. The system shall comply with data protection laws and regulations.

4.3.2.2. The system may incorporate data encryption, robust authentication, and comprehensive protection against cyber threats.

4.3.3. Usability

4.3.3.1. The system shall have a user-friendly interface that requires minimal training.

4.3.4. Compatibility

4.3.4.1. The system shall be compatible with existing cooperative hardware setups (e.g., low end processors (AMD: Athlon, Ryzen 3; Intel: Core i3, Pentium Gold, Celeron) and up)

4.3.4.2. The system shall be compatible with current versions of Windows Operating Systems (e.g., Windows 10 and up).

4.3.5. Maintainability

4.3.5.1. The system shall provide clear documentation for troubleshooting and maintenance.

4.3.5.2. The system shall allow for updates and patches without disrupting ongoing operations.

4.3.6. Auditability

4.3.6.1. The system shall generate detailed logs for auditing purposes.

4.3.7. Localization

4.3.7.1. The system shall support local currencies, tax regulations, and CDA financial reporting standards.

4.3.8. Backup and Recovery

4.3.8.1. The system shall provide local backup options with fast recovery mechanisms.

5. TECHNICAL REQUIREMENTS

5.1. The system must be compliant with the following technical requirements:

5.1.1. System Architecture

5.1.1.1. The system shall follow a modular architecture to allow scalability and future enhancements.

5.1.2. Deployment

5.1.2.1. The system shall be delivered as a standalone executable installation package (e.g., MSI format).

5.1.3. Database Requirements

5.1.3.1. The system shall use a relational database management system for structured data storage.

5.1.4. Front-End Requirements

5.1.4.1. The user interface shall be developed using secure, scalable technology such as, but not limited to, Java, C#, or Python.

5.1.5. Data Import/Export

5.1.5.1. The system shall support file import/export in formats such as CSV, Excel, and PDF for data migration and report sharing.

5.1.6. Testing Requirements

5.1.6.1. The system shall undergo unit, integration, and system testing to ensure functional correctness.

5.1.6.2. The system shall undergo security testing to identify and resolve security vulnerabilities.

6. ACTIVITIES AND DELIVERY ROADMAP

Activities	Deliverables	Schedule
Project Kickoff and Planning	• Project Inception Report and Planning Documents; • Approved Team Composition; • Non-Disclosure Agreements with CONTRACTOR and Personnel.	Within SEVEN (7) calendar days from issuance of Notice to Proceed.
Business Requirements Analysis	• Business Requirements Document; • System Requirements Specifications; and	Within EIGHT (8) calendar days from the issuance of the Project Kickoff and Planning
System Design	• Updated System Requirements Specifications (including high-level system design)	Within TEN (10) calendar days from delivery of the Business Requirements Analysis
Development	• Updated Business Requirements Document; • Updated System Requirements Specifications (including architecture decisions, technical diagrams such as ERDs, data flows, sequence diagrams, etc); • Wireframes and Designs;	Within THIRTY-FIVE (35) calendar days from delivery of the System Design

Security, and User Acceptance Testing	• Installation Guide/ Documentation; • Load Scenarios, Scripts, and Reports; • User Test Scenarios, Test Scripts, and Test Reports; and • Security Testing Report.	Within FIFTEEN (15) calendar days from the development
Training	• Training Modules; • Video Tutorials; • End-User Documentation; and • Conduct of Training.	Within FIFTEEN (15) calendar days from the conduct of Security and User Acceptance Testing
Deployment	• Installation	Within FIVE (5) calendar days from the Conduct of Training
Project signoff	• Service Level Agreement; and • Project Sign-off Document.	Within FIVE (5) calendar days from Deployment

7. PAYMENT TERMS

Activity / Milestone	% Progress
Project Kickoff and Planning	60% of contract price net of 10% retention, upon approval of CDA on the Partial Acceptance (Validation) Report
Business Requirements Analysis	
System Design	
Development	
Load, Security, and User Acceptance Testing	40% of contract price net of 10% retention, upon approval of CDA on the User Acceptance Report and its issuance of a Certificate of Completion.
Training	
Deployment	
Project Sign-off	
TOTAL	**100%**

8. WARRANTY, MAINTENANCE, AND SUPPORT

8.1. The warranty period shall commence after consummation of the contract (after Project Sign-off);

8.2. The winning CONTRACTOR must provide one (1) year of maintenance and support services during the warranty period;

8.3. The winning CONTRACTOR must ensure a timely response to provide updates (e.g., security patches, OS and third-party tool updates) on components, design features, libraries, or tools;

8.4. There must be an adequate and timely response to address bugs and system errors.

9. RESPONSIBILITIES OF THE CONTRACTOR

9.1. The CONTRACTOR shall be expected to provide all services and goods specified in its Scope of Work outlined in this document;

9.2. The CONTRACTOR shall ensure the confidentiality of all communications with the Procuring Entity;

9.3. The CONTRACTOR shall recognize that the Procuring Entity exercises all intellectual property rights over all documents, diagrams, designs, wireframes, graphic assets, code, scripts, etc, that have been developed or written for this project engagement;

9.4. The CONTRACTOR shall endeavor to satisfy the deadlines set in these terms of reference. However, parameters for flexibility in delivery deadlines may be outlined in the Project Planning Report, especially where approvals or actions by the Procuring Entity are necessary;

9.5. The CONTRACTOR shall ensure that all CONTRACTOR employees who may be assigned to the premises of the Procuring Entity are expected to obey the code of conduct and other rules of the Procuring Entity;

9.6. Employees of the CONTRACTOR assigned to the project are not considered employees of the Procuring Entity. The CONTRACTOR must ensure the provision of allowances, insurance, and other incentives to their employees as required by law;

9.7. The CONTRACTOR shall host the environments for development, testing, and production; and

9.8. The CONTRACTOR shall assign key personnel exclusively for the project.

10. RESPONSIBILITIES OF THE PROCURING ENTITY

10.1. The Procuring Entity shall be expected to ensure a timely response to steps or actions (reviews, approvals, permits to access the premises for installation, etc) needed by the CONTRACTOR to satisfy the delivery of services and goods;

10.2. The Procuring Entity shall provide adequate workspace and internet connectivity to employees of the CONTRACTOR that may be assigned to work on the premises of the Procuring Entity; and,

10.3. The Procuring Entity shall provide the venue, projectors or monitors, and audio system and shall be in charge of choosing and inviting participants to attend training sessions to be conducted by the CONTRACTOR.

11. CONFIDENTIALITY

11.1. All project personnel of the CONTRACTOR shall be required to sign a nondisclosure agreement immediately at the start of the project;							
11.2. All systems to which the project personnel of the CONTRACTOR shall be granted access to, its components, parts, specifications, data, ideas, technology, and technical and non-technical materials (collectively referred to here as "Proprietary Information") are confidential and proprietary to the Procuring Entity; and							
11.3. The CONTRACTOR agrees to hold the Proprietary Information in strict confidence and further agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without the prior written approval of the Procuring Entity.							
12. DELIVERY PERIOD							
Upon the receipt of the Notice to Proceed (NTP), the delivery must be completed within ONE-HUNDRED (100) CALENDAR DAYS.							
13. ELIGIBILITY OF THE BIDDERS 13.1. PhilGEPS registered;							
13.2. The Bidder should be in the IT business for at least 2 years;							
13.3. At least 2 years of experience dealing with private or government projects;							
****************nothing follows*************************							

Note: •Quoted price/s must be VAT inclusive.
   •Supplier must have a Land Bank of the Phil. Account.
   •Supplier must submit a sealed quotation.
   •Sealed quotation must be submitted together with the following requirements:
     Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration,
     and PhilGEPS Certificate of Membership

_____
Signature over Printed Name

_____
Contact Numbers (Landline and/or
Cellphone Nos.)/E-mail address

_____
Canvasser