



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**

**BIDS AND AWARDS COMMITTEE (Primary)**

**General Bid Bulletin No. 018-2014**

**Project: THE CUSTOMIZATION, DEVELOPMENT, INTEGRATION, PROCUREMENT, SUPPLY, DELIVERY, INSTALLATION, IMPLEMENTATION, SERVICE, AND MAINTENANCE OF THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SYSTEM OF THE LAND TRANSPORTATION OFFICE (LTO)**

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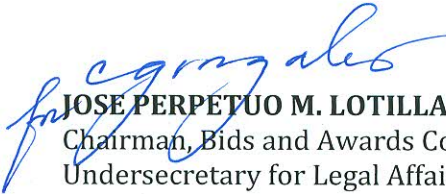
**TO ALL ELIGIBLE BIDDERS:**

To facilitate the presentation of and discussions with the eligible bidders, attached to this Bid Bulletin as **Annex "A"** is the outline of subject matters and/or questions that are expected to be covered during the One-on-One Meetings in relation to the above stated Project.

The outline is intended to aid the bidders and the DOTC-LTO during the meetings and shall be for guidance and reference only. The said list is not intended to limit the right of the Procuring Entity to pose additional questions for purposes of drawing up the final revised technical specifications/ requirements of the Project.

For your guidance and information.

Issued this 26<sup>th</sup> of June 2014.

  
**JOSE PERPETUO M. LOTILLA**  
Chairman, Bids and Awards Committee and  
Undersecretary for Legal Affairs

Encl: a/s

***The Customization, Development, Integration, Procurement, Supply, Delivery, Installation, Implementation, Service, and Maintenance of the Information and Communications Technology (ICT) System of the Land Transportation Office (LTO).***

**OUTLINE FOR THE ONE-ON-ONE MEETINGS/DISCUSSIONS  
WITH ELIGIBLE BIDDERS**

**I. Data Center**

***Layout and Design (diagrams)***

- i. Physical / Equipment
- ii. Servers Layout
- iii. Network
- iv. Security (Design, CCTV, Biometrics)
- v. Electrical (Design, Cabling, UPS, Generators)
  - 1. How did you arrive at the sizing of the UPS/ generators? (i.e. bidder to show computations)
- vi. Fire Suppressant
- vii. Cooling System
  - 1. How did you arrive at the size of the air-conditioning unit?

**II. Software**

***Licensing Scheme***

- i. Database
- ii. Middleware
- iii. Business Process Management (BPM)
- iv. Portal
- v. Business Intelligence (BI)
- vi. Back-up
- vii. Document Management System (DMS)

**III. Project Management Methodology**

- a. Approach
- b. Project Team composition

**IV. Quality Assurance Methodology**

- a. Approach
- b. Project Team composition

**V. Development Methodology**

- a. Approach
- b. Project Team composition

**VI. Integration Methodology**

- a. Approach
- b. Project Team composition

**VII. Implementation Methodology**

- a. Approach
- b. Project Team composition

**VIII. Training Methodology**

- a. Approach
- b. Project Team composition

**IX. Change Management Methodology**

- a. Approach
- b. Project Team composition

**X. Environment** (*How did the bidder arrive at the sizing, number of servers, specifications of servers? Does the bidder have any experience in rolling out this kind of environment?*)

- a. Development
- b. Staging
- c. User Acceptance Tests (UAT)
- d. Training
- e. Production
  - i. Redundancy, Fail-Over, High Availability etc.
  - ii. Ready for synchronization and Data Back-up to a Data Center (for Disaster Recovery)

**XI. Data Migration**

- a. Usable data format
- b. Approach / Methodology

**XII. Key Performance Indicators**

- a. Measures and Monitoring

**XIII. Service Level Agreement**

- a. Current SLA with existing implementations
- b. Proposed SLA

**XIV. Customization**

- a. LTO Specific Processes

**XV. Documentation/Manuals**

- a. Functional Requirement Definition
- b. Business Requirement Definition (*Defining Business Process to the system*)
- c. Operations Manual
- d. Maintenance Manual
- e. Integration Manual
- f. Training Manuals
- g. Users Manual
- h. Systems Administrator Manual
  - i. Includes system upgrade/downgrade
- i. Applications Administrator Manual

- i. Includes application upgrade/downgrade
- j. Database Administrator Manual
  - i. Includes database upgrade/downgrade
- k. Network Administrator Manual
- l. Backup Administrator Manual
- m. Data Center Administrator Manual
- n. Data Center Layout Documentation
- o. Database Documentation
  - i. Schema
  - ii. Dictionary
- p. Reports Manual
- q. Unicode Support

**Notes:**

1. The above subject matters and questions are to be covered during the one-on-one meetings with the eligible bidders (*see Annex "A", General Bid Bulletin No. 016-2014 for the Mechanics and General Bid Bulletin No. 017-2014 for the Schedule*).
2. It is understood that subject matters and questions to be covered or raised during the meetings shall be in the context of: a) the bidder's implementation of an existing system; and b) how the bidder plans to implement its solution for the above-stated Project.
3. The Bids and Awards Committee (BAC), the Technical Working Group (TWG) and Consultants may raise related matters during the course of the discussion in order to facilitate the drafting of the revised technical specifications.
4. No statement by the BAC, TWG and Consultants during the discussion shall modify or amend the Bidding Documents.
5. The discussion shall be strictly limited to the technical matters as stated in the Bidding Documents, the outline as above-stated and other matters directly or significantly related thereto.

**-END-**