

REQUEST FOR PROPOSAL

REFERENCE NO.: **MR22-05-066**

We are inviting all interested consultants to submit their best proposal for the **HIRING OF TECHNICAL CONSULTANT FOR THE DEVELOPMENT OF TAX SYSTEM INTEGRATED IN THE FINANCIAL MANAGEMENT SYSTEM (FMS)**

A. The Consultant shall have the following Scope of Services:

- I. Development of Tax System based on the requirements of NDC, with the following general modules, but not limited to:

1. TAX MANAGEMENT

This module includes the following

- a. Computation of Withholding Taxes for
 1. Expanded Withholding Tax (0619-E)
 2. Withholding Tax on Compensation (1601C)
 3. VAT Withholding Tax (1600)
 4. Final Income Tax Withheld (0619-F)
- b. Computation of Value Added Tax (VAT)
 1. Monthly (2550M)
 2. Quarterly (2550Q)
- c. Computation of Income Tax Return (ITR)
 1. Quarterly (1702Q)
 2. Annually (1702)
- d. Computation of Fringe Benefits Tax (FBT) - Quarterly (1603)

2. TAX RETURNS

Generation of a tax return includes the following:

- a. VAT – Return (Monthly and Quarterly)
- b. Withholding Taxes
- c. Income Tax
- d. Fringe Benefit Tax

3. REPORTS GENERATION

Generation of Alpha List for the following:

- a. Withholding Taxes
- b. Value Added Tax
- c. Income Tax

4. SECURITY

- a. Login using username and password

- b. Group use according to their roles and responsibilities in user role modules
- c. Password complexity option such as requires a combination of special and alphanumeric characters and backup features
- d. Audit Trail
- e. Customs forms

II. Deployment of User Acceptance Test (UAT)

The Consultant shall facilitate the application deployment after the user acceptance testing.

B. Confidentiality

NDC is engaging the services of the Consultants based on its trust and confidence in the latter. As such, all data and information obtained by the consultant in the course of the rendition of services and/or as an incident to this contract shall be held in strict confidence and may not be disclosed at any time except with prior written consent and approval of the NDC.

C. Minimum qualifications

1. The Consultant must be a graduate of BS in Computer Science or Information Management/Technology or other related courses, with ten (10) years of experience in systems development.
2. In the business of developing an accounting system for at least five (5) years.

D. Period of engagement: Six (6) months

E. Consideration and terms of payments:

Sixty thousand pesos (P60,000.00) per month, inclusive of applicable taxes.: Payment of services is subject to submission of accomplishment report.

Final Payment shall be upon turnover of the source codes.

F. Approved Budget for the project: P360,000.00

G. PERFORMANCE SECURITY

The Winning Bidder shall submit Performance Security as required under Section 54.5 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9186, in accordance with Section 39 of this IRR.

H. Eligibility Requirements shall include the following:

1. BIR Certificate of Registration
2. PhilGEPS Registration Number (certified true copy)
3. Professional License/Curriculum Vitae (certified true copy)

4. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)

SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS: June 16, 2022

MODE OF PROCUREMENT: Small Value Procurement (53.9)

Please submit your **proposal with the required documents** in a sealed envelope at the address stated below:

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 8840-4862
Attention: BAC Secretariat

Project Reference Number: MR22-05-066

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – As stated in the TOR
2. Delivery Period – 6 months upon receipt of Notice to Proceed

(SIGNED)

AGM SATURNINO H. MEJIA

Chairperson, Bids and Awards Committee