

REQUEST FOR QUOTATION

REFERENCE NO.: **MR26-06-067**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF BILLING AND COLLECTION SYSTEM AND DEVELOPMENT OF TAX SYSTEM:**

A. BILLING AND COLLECTION SYSTEM

I. PURPOSE

The engagement aims to procure an Automated Billing and Collection System for the Accounting and Treasury Units of NDC. The system shall support billing and invoicing workflows by integrating the processes of involved in the generation of Statement of Account, Billing Invoice, Order of Payment, Collection Receipt, and other financial reports as well as enabling audit-compliant financial reporting. The objective is to streamline operations, strengthen internal controls, and improve the efficiency of receivables management by ensuring the efficiency, accuracy, and reliability of processes.

II. SCOPE OF WORK

The Service Provider shall undertake the following:

1. Integration in the Accounting Module under the Financial Management System

- Link with the recording of accounts included in the FMS Accounting Module, particularly the Customer Ledger or the record of all financial transactions per client, including charges, payment and balances

2. Generation of Statement of Account (SOA), Billing Invoice, and Aging of Receivables Report

- Creation of SOA, which is a summary of a document/report issued by NDC, detailing the transactions that occurred over a specific period. It includes configuring billing parameters, payments received and outstanding balance as of a certain date
- Creation of Billing Invoice, which is a document issued by NDC to its clients that itemizes and records a transaction, including details such as the services provided, rates, taxes, and the total amount due
- Creation of Aging of Receivables Report, which is a financial reporting tool that categorizes a company's account receivable according to the period of time each account has been outstanding. It will help in monitoring and managing collections by showing how long the client balances have remained unpaid

2a. Billing Invoice Module

- The system shall also allow Treasury personnel to view and generate Billing Invoices solely for collection visibility and documentation. It shall not allow editing, configuring, or initiating billing amounts since the billing details are prepared by the Accounting Unit
- Display basic aging (e.g., days overdue) for collection monitoring purposes only.
- Enhanced Override Functionality (AGM-Approved):

Upon payment, if the system detects an aging of seven (7) calendar days or fewer, it shall:

- a) Display an on-screen aging prompt to flag potential penalty adjustments;
 - b) Trigger system notification referencing the overdue payment as per contract terms with the payor;
 - c) Route the notification either via email or an on-screen approval via the Collection Officer's interface;
 - d) The AGM can approve or disapprove the penalty override based on operational justification;
 - e) If approved, the adjusted penalty amount shall be automatically displayed to the interface screen of the Collection Officer and the Accountant handling the Order of Payment for charting and reporting.
 - f) Logged in the System with timestamp, approver credentials, and documented reason.
- Invoice format viewing based on NDC's standard templates

3. Collection Receipt Module with Order of Payment Workflow

- Generate Order of Payment (OP) upon payment (cash, check, credit memo), a document used to ensure that all collections are properly reviewed, approved and documented before being processed.
- Route OP to Accounting for validation, computation, tagging of appropriate Chart of Accounts and assignment of OP serial number
- Using configured field mapping from the approved OP, the system shall:
 - a) Automatically generate and format Collection Receipt based on NDC-approved templates
 - b) Link payment details and corresponding COA tags to each Collection Receipt for audit trail integrity and ensure consistency of data between OP entries and Collection records
 - c) This shall be printable in official format for submission or archiving purposes

4. Collection and Deposit Reporting

- Flag deposited and undeposited transactions with system prompt
- Generate daily/monthly reports (PDF & Excel) per COA prescribed format
- Include transaction references, payment modes, and reconciliation summaries
- Aging data display

III. DELIVERABLES AND REPORTS TO BE GENERATED

1. Secure, user-friendly integrated Billing and Collection System linked with the NDC Financial Management System
2. System-generated forms and reports:
 - Payment History Report – detailed history of payments made by a specific customer or for a specific period
 - Tax Computation / VAT Report – calculates applicable taxes on lease/sale for compliance and reporting
 - Adjustment / Credit Memo Reports – documents issued for billing, corrections and other adjustments
 - OP-driven Collection Receipt generation aligned with Treasury templates
 - COA-compliant reports such as Report of Collection and Deposit and undeposited tracking

3. Security and Audit Trail Feature

- Role-based access for Admin, Accounting and Treasury Units, and Approvers
 - View-only functionality for Treasury in generating Billing Invoices, ensuring segregation from SOA and billing preparation tasks
 - Clear system role restrictions: Billing preparation, SOA generation, and configuration are exclusive to the Accounting Unit
- Log user actions, overrides, and system changes securely
- Penalty and any other override or access to the collection documentation with audit logs

4. Server hosting and maintenance

5. Turnover of complete **source code**

6. Documentation package:

- User & Admin manuals
- Technical specs
- End-user training materials

7. Conduct of user's training

8. Submission of Business Continuity Plan (BCP) including:

- Backup and recovery protocols
- Failover architecture
- Emergency communication and restoration benchmarks
- Assigned disruption response roles
- Compliance with DICT and COA resilience standards

IV. APPROVED BUDGET FOR THE CONTRACT (ABC): Two Hundred Fifty Thousand Pesos (P250,000.00) inclusive of applicable taxes and charges

V. PAYMENT TERMS

Deliverables	Description / Output	Timeline	% Payment
1	<i>System planning, design, and development</i> a. Process flowchart of the billing and collection module b. Design and Development of the module to be linked to the Financial Management System c. Minutes of the Meeting <i>User's acceptance is required as additional supporting document to the outputs specified above.</i>	2 months	30%
2	<i>Pilot Testing</i> a. Parallel testing of the Billing and Collection System and all its functionalities b. Sample generation of reports	2 months	40%

Deliverables	Description / Output	Timeline	% Payment
	c. Resolution of identified errors <i>User's acceptance is required as additional supporting document to the outputs specified above.</i>		
3	<i>Finalization, Turnover, and Deployment</i> a. Actual data entry and final test b. User Training of the Billing and Collection module and turnover of manuals c. Turnover of the Final System and Source Code <i>User's acceptance is required as additional supporting document to the outputs specified above.</i>	2 months	30%

VI. SUPPORT REQUIREMENTS

- 1-year technical support after the completion of deliverables
- 24/7 online assistance
- On-site/remote deployment services
- SLA-compliant response to site visits
- Business Continuity Plan as described above

VII. PROVIDER QUALIFICATIONS

- Minimum of 5 years of experience in developing and deploying accounting systems
- Proven compliance with government audit standards
- Local support presence in Metro Manila

B. TAX SYSTEM

I. PURPOSE

The adoption of computerized tax system is intended to ensure accurate, timely and compliant recording, computation, and reporting of all related transactions in accordance with applicable laws and regulations. It aims to strengthen internal controls, improve efficiency in tax processes enhance transparency and support informed decision making while minimizing risk of errors, penalties and non-compliance.

II. SCOPE OF WORK

Installation of Tax Modules in the Financial Management System:

Income Tax

1. Data Gathering and Validation
 - Collection of Financial Data from general ledger, subsidiary ledger, journal voucher and collection receipts

- Validate completeness and accuracy of records
2. Tax Reconciliation and Adjustment
 - Identification of taxable, non-taxable income, income subject to final tax and income exempt from tax
 - Identification of non-deductible expenses
 - Inclusion of prior year adjustments, if applicable
 3. Income Tax Computation
 - Compute for Gross income, allowable deductions, taxable income and income tax due for the quarter/year
 - Application of correct tax rates
 - Compute for tax credits (e.g. prior payments, withholding taxes)
 4. Preparation of Income Tax Return (ITR)
 - Preparation of quarterly and annual ITR
 - Ensure consistency with Financial Statements and tax schedules
 5. Payment and Filing Processing
 - Payment of computed tax due/payable
 - Reconciliation of filed ITR with the accounting records and identify discrepancies and reconciling items, if any

Value Added Tax

1. Data Capture and Integration
 - Interface with accounting system (transactions from Journal Voucher, Disbursement Voucher and Cash receipts)
 - Periodic data synchronization
2. VAT Classification Feature
 - Automatically classify transactions into VATable sales/purchase, Zero-rated transactions and VAT-exempt transactions
 - Allow manual override with proper audit trail
3. VAT Computation
 - Compute for Output VAT and Input VAT
 - Determination of VAT Payable and excess input VAT or Creditable VAT
4. VAT Reconciliation
 - Output VAT vs. Sales Records
 - Input VAT vs. Purchase Records
 - VAT vs. ITR
5. VAT Return Preparation
 - Generation of VAT returns (quarterly)
 - Generate summary and detailed reports for review
 - VAT payable summary
 - Input vs. output VAT analysis

Expanded Withholding Tax (EWT), Final Withholding Tax (FWT) and withholding Tax on Compensation (WTC)

1. Data Capture and Integration
 - Integrate with disbursements module and payroll system (for compensation taxes)
 - Capture transactions-level data such as:
 - a. Supplier payments
 - b. Employee compensation
 - c. Interest and other income payments
2. Withholding tax determination feature
 - Automatically determine applicable withholding tax type (EWT, FWT and WTC)
 - Correct tax rates based on transaction nature
 - Allow manual overrides
3. Withholding Tax Computation
 - Computation of withholding tax per transaction
 - Apply correct timing of recognition (upon accrual or payment, as required)
 - Support gross-up calculations where applicable
4. Supplier and employee Master Data Management
 - Tax Identification Number (TIN)
 - Tax classification and status
 - Applicable withholding tax rates
5. Return preparation and reporting
 - Auto-generated withholding tax returns (monthly/quarterly/annual)
 - Prepare required supports such as Alphalist and Certificates

IV. REPORTING

- Regular progress reports
- Milestones achieved; and
- Any issues or concerns that need to be addressed

V. EVALUATION

- Efficiency and accuracy of tax processes.
- User satisfaction of tax system.
- Reduction in manual errors and processing time.
- Overall improvement in the organization's financial management capabilities.

VI. COMPLIANCE AND AUDIT TRACKING

- Reminder for tax filing deadlines
- Payment due dates
- Audit trail of transactions

VII. REPORTING DASHBOARD

- Tax paid for Income Tax Return, VAT and Withholding Taxes
- Outstanding tax liabilities

Deployment of User Acceptance Test (UAT)

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

VIII. PERIOD OF ENGAGEMENT:

Implementation project is Six (6) months or until the supplier has completed the scope of work, subject to adjustments based on the complexity of the implementation and availability of resources. This will include all scoping, meetings, training and Go Live target.

IX. APPROVED BUDGET FOR THE CONTRACT: Two Hundred Fifty Thousand Pesos (P250,000.00) inclusive of applicable taxes and charges**X. TERMS OF PAYMENT:**

Deliverables	Description	Timeline	% Payment
1	Completion of webpage modules, core functionalities, and system login integrated to the Financial Management System <i>User's acceptance is required as additional supporting document to the outputs specified above.</i>	2 months	30%
2	System Stability confirmed and issues resolved <i>User's acceptance is required as additional supporting document to the outputs specified above.</i>	2 months	40%
3	Source code turnover and final acceptance <i>User's acceptance is required as additional supporting document to the outputs specified above.</i>	2 months	30%

XI. SUPPORT REQUIREMENTS

- 1-year technical support after the completion of deliverables
- 24/7 online assistance
- On-site/remote deployment services
- SLA-compliant response to site visits
- Business Continuity Plan as described above

XII. PROVIDER QUALIFICATIONS

- Minimum of 5 years of experience in developing and deploying tax systems
- Proven compliance with government audit standards
- Local support presence in Metro Manila

Approved Budget : ₱500,000.00 (VAT Inclusive)

Submission of Quotation and : June 25, 2026

Mode of Procurement : Small Value Procurement

Eligibility Requirements :

1. 2025 Income Tax Return or Latest Business Tax Return (certified true copy)
2. Valid or Current Mayor's Permit (certified true copy)
3. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
4. Omnibus Sworn Statement (Notarized and in accordance with GPPB NGPA Standard Forms downloadable at the GPPB Website)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements 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

Reference Number: MR26-06-067

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – As stated on the Terms of Reference
2. Delivery Period – As stated on the Terms of Reference

(signed)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee