SMALL BUSINESS CORPORATION

REQUEST FOR PROPOSAL (RFP)
Ref.: AMP-NPSVP-CONSULTANT-011

December 9, 2022

Name of Consultant/Consulting Firm: _____

Address: _____

TIN: _____

PhilGEPS Registration No. (required prior to award) _____

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The **Small Business Corporation (SB Corp)**, through its Bids and Awards Committee (BAC), intends to engage the services of a Consultant to train and enhance the technical capability of IT Group staff in database management and software development using ORACLE APEX through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of this procurement project is indicated below:

Duration of Training Program	Description	Approved Budget for the Contract (ABC) in PhP
Sixty (60) hours	**The consultancy component shall cover a comprehensive baseline report and action plan for the optimization, upgrading, and migration of SB Corp's existing Oracle database and related IT infrastructure to the most appropriate version.**	**Seven Hundred Thousand Pesos** **P700,000.00**

The **Terms of Reference (TOR)** is attached for your guidance/reference.

Eligible individual trainor/facilitator of known qualifications are invited to submit their **proposals** and **Curriculum Vitae** not later than **December 14, 2022 at 11:00 a.m.**, subject to the Terms and Conditions provided in the attached TOR.

A **copy** of each of the following are also required to be submitted **prior to award**:

 a) **Latest Mayor's/Business Permit (for consulting firm)**
 b) **BIR Certificate of Registration (for individual consultant)**
 c) **Latest Income/Business Tax Return**
 d) **Omnibus Sworn Statement (GPPB-prescribed form)**

Open proposals may be submitted manually at the address below:

 BAC Secretariat (C/o Betsy Mendoza or Jenny Perez)
 17F 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City

or through email address mcmendoza@sbcorp.gov.ph or jbperez@sbcorp.gov.ph

For inquiries or clarifications regarding the project, please get in touch with Ms. Jenny Ilustrisimo at telephone number 53281100 to 10 local 1872 or email address < jilustrisimo@sbcorp.gov.ph>

ROWENA G. BETIA
BAC Chairperson

/betsy/

INSTRUCTIONS

1) Accomplish this RFP correctly and accurately.
2) Do not alter the contents of this form in any way.
3) **Failure to attach you Curriculum Vitae will disqualify your proposal.**
4) Failure to follow these instructions will disqualify your entire proposal.

After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our quotation/s for the item as follows:

FINANCIAL OFFER

Please provide your quotation in the table below. **The information stated below shall be the basis for the evaluation and calculation of your total proposal**, and does not reflect the guaranteed price.

Project Name: Training and Technical Consultancy	
Approved Budget for the Contract (ABC)	**Your Quotation**
SEVEN HUNDRED THOUSAND PESOS **(P700,000.00)**	 (Please state your quotation in words and in figures)

Signature over Printed Name

Position Title/Designation

Office Telephone No. / Mobile No.

Email address

**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF A TECHNICAL CONSULTANT
TO DELIVER TRAINING ON DATABASE MANAGEMENT AND ORACLE APEX,
AND CONSULTANCY SERVICE**

I.   BACKGROUND

SB Corporation's (SBCorp) mission is to relentlessly champion and bridge the financing needs of the neglected business segments of the country for their sustained growth. In pursuit thereof, the organization's vision is that by 2027, SB Corp will be the catalyst and leader in transforming the financing landscape of Philippine MSMEs, putting them at the forefront of inclusive economic growth.

SBCorp is undertaking a digital transformation to leverage modern technologies and solutions to deliver its mandate to the MSME sector. It is critical that the organization's Information Technology resources would remain relevant and agile to meet the increased and more robust technological demand brought about by the ongoing and future implementation of financing programs and business process automation projects.

II.   OBJECTIVES

Maximizing the Oracle platform
Oracle™ remains the main enterprise database provider for SBCorp and is among the most reliable and secure database solutions in the market. Utilizing its built-in and fully supported Application Express (APEX) would allow SBCorp to quickly develop and deploy secure, scalable, and low-code application systems on the Oracle database. APEX helps eliminate the complexity of software development, deliver results faster, and at a lower cost.

The Need for Upskilling
To facilitate the transition to mobile and web-based platforms and maximize the built-in solutions of Oracle database by upskilling the existing IT personnel on modern database administration and software development using Oracle APEX.

Database and IT Infrastructure Upgrading
To facilitate the implementation of database and related IT infrastructure upgrades in view of meeting the business and operational requirements through fast, secure, scalable, and reliable web-based and mobile application systems.

III.   SCOPE OF WORK AND DELIVERABLES

1.   Inception Report – A written report detailing the action plan and timeline for the conduct of the training /upskilling program and consultancy service. This would ensure that there is clarity on the objectives, scope, schedule, and understanding of the project.

2.   Training on Oracle database administration and APEX (60 hours)

     Conduct face-to-face training sessions of at least 60 hours covering Oracle database administration and software development using Oracle APEX. Training handouts, reference materials, certificates of completion, and evaluation reports shall be provided by the trainer after completion of each training course.

     The scope of the training shall be as follows:

     A.   Basic Database Administration

a. Installation and configuration of Oracle Database on Linux
  - Virtualization, VirtualBox architecture, virtual machines, Linus, oracle accounts, creation of minimal Linux VM, Linux commands, cloning of VM
  - Oracle database, architecture, installation of oracle software, database layout, files and filesystems, naming conventions, and patching
  - Oracle database creation, transactions, undo and redo, tablespaces, users, schemas, pluggable database, access via a network, oracle tools, startup, and shutdown
  - Oracle database maintenance, diagnostic location, purging log files, RMAN backup scripts, manual monitoring

b. Setting-up of application schemas and installation of APEX, ORDS on Oracle database in Linux
  - Relational database design, tables, constraints, keys, referential integrity, schema objects, queries, DML, views, concurrency, locking, and basic PL/SQL
  - Advanced PLSQL, APEX, and ORDS installation, and configuration for development and production, upgrading, starting, and shutting down ORDS

B. Advanced Database Administration

a. Basic data loading, unloading, recovery, and performance of Oracle database in Linux
  - Data loading, SQL Loader, export and import, database recovery scenarios, migration, LOBs, JSON, database REST API
  - Planning and sizing schema objects, explain PLAN, performance tuning, monitoring, enterprise manager

C. Application Express (APEX) Development

a. Setup APEX, ORDS in Windows, and APEX app development essentials
  - Installing oracle XE, APEX, ORDS, and developer tools in Windows, startup, and shutdown
  - SQL and PLSQL review, schema objects, using tools for schema objects, reverse engineering, using APEX SQL workshop and object browser
  - APEX environment, APEX architecture, APEX workspaces, APEX user's workspace and parsing schemas, APEX scripts, data sets, packaged applications, running APEX apps, developer vs admin mode
  - Web applications, APEX application development, Pages, Page processing, Page rendering, Page patterns, application development styles, exporting and importing APEX apps Day 5 – themes, lists of values, SQL and PLSQL, dynamic actions, plugins, JavaScript, PWA applications, REST interface, using apex_web_service
  - Themes, lists of values, SQL and PLSQL, dynamic actions, plugins, JavaScript, PWA applications, REST interface, using apex web service

D. Application Express (APEX) Administration

a. APEX instance administration and maintenance, upgrades and monitoring
  - APEX instance concepts, workspace, and parsing schema management, application monitoring, runtime, and development mode, email, SSO authentication, workspace security
  - ORDS architecture, configuration parameters, tuning ORDS for performance, ORDS monitoring, ORDS upgrades, Tomcat configuration and monitoring, Nginx configuration and monitoring.

The training sessions shall be conducted in the following manner:

Training Course	Minimum No. of Hours	Duration
Basic Database Administration	24	3 weeks (6 half-days)
Advanced Database Administration	8	1 week (2 half-days)
APEX Development	20	3 weeks (5 half-days)
APEX Administration	8	1 week (2 half-days)
TOTAL	60	8 weeks

3. Technical Consultancy (**60 hours**)

The consultancy component shall cover a comprehensive baseline report and action plan on the recommendation for the optimization, upgrading, and migration of SB Corp's existing Oracle database and related IT infrastructure to the most appropriate version.

A. Evaluate database performance and provide an appropriate proposal for architecture changes to improve quality and efficiency, which shall encompass all database elements as well as connection/synchronization between Oracle and non-Oracle databases.
B. Evaluate related IT infrastructure, identify potential risks and develop risk mitigation strategies.
C. Baseline assessment report on database and related IT infrastructure, which shall include but is not limited to the following:
   - Database performance
   - Database structure and supporting hardware, services, and other resources
D. Recommendations and detailed action plan predicated on the baseline assessment report, which shall cover:
   - Optimization/fine-tuning of current database and its related infrastructure
   - Optimal strategies for:
     a. Database upgrading
     b. Database migration
E. Other improvement opportunities

IV. QUALIFICATION OF CONSULTANT

The Consultant must possess the following qualifications:
a. Post-graduate degree and/or advanced studies in related fields;
b. At least five (5) years of professional experience working with government/private/non-government agencies on management, administration, upgrading and migration of databases, and Oracle APEX development and administration.
c. Excellent writing and communication skills.

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is Seven Hundred Thousand Pesos (PhP700,000.00) inclusive of all taxes, duties, fees, levies, other charges imposed under applicable laws, and other incidental expenses such as printing of reports/deliverables, transportation/fuel, communications, etc.

VI.   SCHEDULE OF PAYMENTS

The payment shall be by the submission and or completion of reports/outputs/deliverables subject to the usual standard government accounting and auditing requirements and acceptance by SBCorp.

Deliverable	Payment
Inception Report	20%
Training	
Conduct of training and accomplishment report: Basic DBA	15%
Conduct of training and accomplishment report: Advanced DBA	10%
Conduct of training and accomplishment report: APEX Development	15%
Conduct of training and accomplishment report: APEX Administration	10%
Technical Consultancy	
Baseline report of SB Corp's database and IT infrastructure performance	15%
Recommendations for upgrade and mitigation strategies, and an action plan for implementation	15%
TOTAL	**100%**