

TERMS OF REFERENCE / TECHNICAL SPECIFICATION	
1 lot	ANNUAL SUBSCRIPTION FOR CLOUD BASED PROJECT MANAGEMENT SYSTEM - SMARTSHEET
	Twenty Four (24) End-Users License for Smartsheet
	License Coverage:
	Smartsheet core project management platform, including Gantt charts, critical path, calendar sync, and project cards.
	UNLIMITED free collaborator access to view and edit sheets as shared by licensed users
	Up to 100 project sheets per user-creator with unlimited reports
	Automated actions where update and approval requests are automatically sent when preset rules are triggered
	Activity logs to view and filter all the activities and changes made to a sheet
	Full user and group management, including portfolio management and resource allocation across projects
	Smartsheet dashboards and portals for to visualize key portfolio metrics that update in real-time
	Single sign-on and deep integration with Google Workspace (Gmail, Google Drive, Google Calendar, Google Chat, and Google Forms), including branding and personalization
	iOS and Android mobile app companion to manage projects on the go
	Includes technical support for Smartsheet uptime and/or technical-related issues across email, Google Chat and direct phone
	Qualification:
	Vendor must be at least a Smartsheet Cloud Partner in the Philippines to ensure support / services that will be required by BCDA.
	Training:
	Training: One Session for 2-hours Smartsheet training for project managers across BCDA and One Session for 2-hours for administrators
	Each training session can accommodate up to 20 participants to maximize engagement and conducted by a Smartsheet Certified User

Warranty Security: Section 62.1 of the revised Implementing Rules and Regulations of R.A. 9184

For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

For the procurement of **CLOUD BASED PROJECT MANAGEMENT SYSTEM - SMARTSHEET**, which are neither expendable or non-expendable supplies, the BCDA will not require a Warranty Security.

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