MEMORANDUM
08 March 2024

FOR   :   **ALL PROSPECTIVE BIDDERS**

SUBJECT   :   **BID BULLETIN NO. 2**

FOR   :   **CONSULTING SERVICES OF THE SYSTEM DEVELOPMENT OF PERSONAL PROPERTY SECURITY REGISTRY (PPSR)**

This Bid Bulletin is hereby issued to all prospective bidders, for their information and guidance, on the submission of their respective proposals for the **Consulting Services of the System Development of Personal Property Security Registry (PPSR).**

These changes, revisions, modifications or clarifications shall become an integral part of the Contract and Bidding Documents and shall be taken into account in the submission of the prospective bidders' sealed proposals.

I.   Issues and concerns raised by the prospective bidders through their written queries were as follows:

BEACON SOLUTIONS, INC.

Item	Page Number	Provision	Query	Response
1	69-70	Detailed Selection Criteria for qualification of personnel	Please provide detailed criteria for rating individual project personnel as presented in the pre-bid conference last 21 February 2024.	The Criteria and Rating/ Evaluation System, under *item 25.3 of Section III, Bid Data Sheet.*
2	109	*SCOPE OF WORK AND DELIVERABLES* *The Scope of Work and Deliverables of this TOR covers mainly the Design, Development, Testing and Support of the PPSR based on the objectives, assumptions and considerations, architecture, technologies, specifications and functional requirements provided in this section and the attached Annexes*	**Clarification on Scope:** Can you provide more details about the scope of work outlined in this section? Are there any additional tasks or responsibilities beyond what is mentioned here? **Deliverables:** Deliverables and payment terms are on page 122-123. However, no timelines were indicated. May we know the milestone and your required timelines for each? PPSR Goals and Objectives: Are there any specific metrics or key performance	The Scope of Work in *item D under Section VI, Terms of Reference* is provided further in *Annex A.* As for the project timeline and milestone, a proper **project planning meeting** will be conducted to address development concerns. As for the project timeline and milestone, a proper project

				indicators (KPIs) that will be used to measure the success of the project in achieving its objectives?	planning meeting will be conducted to address development concerns
3	110		ii) LRA shall procure the Cloud Infrastructure Services separately and is not part of this TOR	What is the timeline for the procurement and setup of the Cloud Infrastructure for the PPSR project? How will this timeline align with the overall development and deployment schedule for the PPSR system? Are there any dependencies or potential delays associated with the procurement of Cloud Infrastructure Services that bidders should be aware of?	For infrastructure matters, the procuring entity LRA will handle all matters. This will not have an effect on the development of the system because the deliverable will be the source code (most likely in the form of a git repository) with documentation. LRA will handle all matters with regard to deployment.
4	110		iii) The Cloud Infrastructure shall be highly scalable and highly elastic public infrastructure	What are the expectations regarding the scalability and elasticity of the Cloud Infrastructure for the PPSR project? How will these factors support the anticipated workload and user demands over time? Are there any specific performance requirements or thresholds that the Cloud Infrastructure must meet to ensure scalability and elasticity?	
5	110		v) Bidders shall provide the minimum services, specifications and configurations required from the Cloud Infrastructure to run the PPSR	Are there any specific technical specifications/requirements or compatibility considerations that bidders need to be aware of?	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will ensure that the infrastructure can utilize the implemented technologies
				How will the Cloud Infrastructure for the PPSR project integrate with other existing systems or platforms? Are there any compatibility requirements that bidders need to consider when proposing their solutions?	Integration activity will not be included in this phase of development.
				Will there be any support or guidance provided to bidders regarding the integration of the	For infrastructure matters, LRA will handle all matters. This will not have an effect on the development of the

			PPSR system with the chosen Cloud Infrastructure?	system because the deliverable will be the source code (most likely in the form of a git repository) with documentation. LRA will handle all matters with regards to deployment
6	110	i) The PPSR shall be designed and developed with a security-first mindset	Can you provide more details about the "security-first mindset" approach mentioned for the design and development of the PPSR system? How will this approach be integrated into the development process?	The "security-first mindset" approach is when a system design & development conforms to applicable COBIT 5 frameworks.
			Are there any specific security frameworks or standards that will be followed during the design and development phases?	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will ensure that the infrastructure can utilize the implemented technologies
7	110	ii) The PPSR must provide an Identity Access and Role Management that fully supports the following: 1) Highly scalable and highly available supporting millions of users 2) Can be integrated through standard identity providers such as OAuth 2.0 or SAML (time-bound token) 3) Must have the capability for Multi-Factor Authentication and, 4) Has the capability for securing access based from user behavior analysis.	Please provide more information about the integration capabilities with standard identity providers such as OAuth 2.0 or SAML?	The integration capabilities are specified in the *Annex A of Terms of Reference (TOR)*, under *User Management, Item C. Account Validation and Verification*. Additional specifications for these Identity Providers will be discussed at the Project Planning meeting, and will be provided once the Cloud infrastructure has been established.
8	110	vi) The PPSR shall have built-in system and user activity logging capabilities for audit and traceability	Do you have preferred user activity logging capabilities to be built into the PPSR system for auditing and traceability purposes?	The Standard application user activity logs shall be available through system generated reports.

9	111	viii)The uploaded documents to the PPSR shall be automatically scanned for existence of malwares or viruses before being saved into the PPSR storage infrastructure ix) The uploaded documents to the PPSR shall be encrypted when stored, similarly shall be decrypted upon application retrieval	How will the PPSR ensure the security of uploaded documents, including scanning for malware or viruses before being saved into the storage infrastructure? Will encryption be applied to uploaded documents while stored and retrieved?	Scanning documents for malwares and viruses would be done through cloud providers. Details will be provided once the cloud infrastructure has been established. The PPSR shall ensure the security of the uploaded and downloaded documents by requiring the encryption and decryption on documents.
10	111	xi) The PPSR shall be able to pass 3rd-party Vulnerability Assessment and Penetration Security Testing, including Code Review and other System Security checks used by the Banking and Finance industries.	May we know who will cover these 3rd Party VAPT Services	LRA will handle VAPT matters.
11	111	i) The PPSR shall be able to process a minimum of 5,000 registration transactions per day and 5,000 queries per minute and	Are there any peak usage periods or specific times when the system is expected to handle higher transaction volumes?	The system design shall be robust enough to handle peak usage regardless of time and transaction volume. We expect transaction volume to grow during office hours.
12	111	ii) The PPSR shall be able to pass 3rd-party Performance Testing. The following Performance Testing methodologies shall be complied: 1) Volume Testing 2) Capacity and Load Testing 3) Stress Testing	How will compliance with the specified Performance Testing methodologies (Volume Testing, Capacity and Load Testing, Stress Testing) be ensured? Are there any specific criteria or thresholds that the system must meet for each type of testing? What is the purpose of Volume Testing in the context of the PPSR system? How will this type of testing evaluate the system's ability to handle large volumes of data or transactions? How will Capacity and Load Testing be conducted for the PPSR system? What methodologies or tools will be used to simulate realistic user loads and assess the system's performance under	According to item D (2) (c) Performance, under Section VI, Terms of Reference, the PPSR shall be able to process a minimum of 5,000 registration transactions per day and 5,000 queries per minute The purpose of the Volume testing is to check the capacity of the system and how the system will respond when exposed to a high volume of data. Volume testing can be done by gradually increasing the number of users accessing the system or vice versa. (Beta Testing)

				different levels of demand?	
				What is the purpose of Stress Testing for the PPSR system? How will this type of testing evaluate the system's ability to handle unexpected or extreme conditions, such as sudden spikes in user activity or hardware failures?	
				Are there any specific stress scenarios that will be simulated during testing to assess the system's resilience and stability under adverse conditions?	
				How will the performance requirements and testing results inform decisions related to system scalability and performance optimization? Are there any plans in place to address performance bottlenecks or improve system efficiency based on testing outcomes? What strategies will be implemented for continuous monitoring of the PPSR system performance post-deployment? How will performance data be collected and analyzed to identify areas for optimization or improvement over time?	
13	111		d) Linkages i) The PPSR shall allow external linkages to and from banks and government agencies through secure Application Programming Interfaces (API) and utilization of an Interoperability Layer needed to integrate with the National Justice Information System (NJIS) Middleware Exchange Portal	Are there any specific security measures or protocols that will be implemented to ensure the confidentiality and integrity of data exchanged via APIs? Is the NJIS System operational? If not, how can we ensure the interoperability with the NJIS if there will be no pre deployment testing? Can you provide more information about the NJIS System including plans and IT Architecture? Can you elaborate on the functionality and components of the	Security protocols for PPSR APIs are to be discussed at the project planning meeting. NJIS System, along with its interoperability layer, is beyond the scope of work of the winning bidder. To ensure interoperability, required API endpoints specifications(e.g. parameters, response format, security protocols, etc.) will also be established prior to development. Availability of testing/sandbox environments will also be discussed at the

			Interoperability Layer?	Project Planning meeting.
			How will the security of external linkages, including APIs, be ensured to protect against unauthorized access or data breaches?	
			What are the integration requirements for linking the PPSR system with banks and government agencies? Are there any specific data formats, protocols, or standards that need to be supported for seamless integration?	
			Are there any specific performance or latency requirements that need to be considered when implementing data exchange protocols?	
			Will there be any testing environments or sandbox environments provided for testing integration with external systems?	
14	111	ARCHITECTURE a) Web-Based N-Layer Architecture b) Microservices Application c) Containerized Application Using Container Management Technologies like Kubernetes and Docker d) RESTful API.	What mechanisms are currently in place to ensure secure communication and data exchange via APIs? Can you provide more information about the Interoperability Layer needed to integrate with the National Justice Information System (NJIS) Middleware Exchange Portal? How will this layer enable seamless data exchange and interoperability with the NJIS? Do you have any preferred techniques that will be employed to optimize the performance of the PPSR system, particularly in a distributed and containerized environment?	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will ensure that the infrastructure can utilize the implemented technologies
15	113	TECHNOLOGIES a) Object-oriented Programming Language i.e. programming language that runs on NodeJS, Python, b) Javascript for scripting language (ReactJS)	Are there any specific features or functionalities of ReactJS that will be leveraged to enhance the usability and performance of the PPSR application?	LRA requires that these languages/environments be used to ensure that after codebase turnover, our in-house developers could easily take over the system for future enhancements. To be specific, we expect APIs

				to be developed using Flask, and NodeJS for front-end.
16	113	d) Containerized Application Using Container Management Technologies like Kubernetes and Docker	Can you provide insights into the orchestration and management of containers using Kubernetes for the PPSR project? How will Docker containers be used to package and deploy application modules?	For infrastructure matters, LRA will handle all matters. This will not have an effect to the development of the system because the deliverable will be the source code (most likely in the form of a git repository) with documentation. LRA will handle all matters with regards to deployment
17	113	e) Database to secure the data from both internal and external cyber attacks	Is there any specific database management system (DBMS) or security features that will be utilized to mitigate risks and vulnerabilities?	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will ensure that the infrastructure can utilize the implemented technologies
18	114	xiii) Identity Access Management with Multi-Factor Authentication and User Behavioral Analysis	How will Identity Access Management (IAM) be implemented in the PPSR system, including Multi-Factor Authentication and User Behavioral Analysis? What mechanisms will be in place to authenticate and authorize users securely?	Identity Access Management is specified in the Annex A of Terms of Reference (TOR). under User Management, Item C. Account Validation and Verification.
19	114	xiv) Automatic malware scanning of uploaded documents before permanently saving to PPSR storage infrastructure	Can you elaborate on the mechanisms for automatic malware scanning of uploaded documents before saving to the PPSR storage infrastructure?	It will be under the Cloud Provider automated malware scanning for files uploaded to Cloud Storage
20	114	I) Capability for the web services to automatically scale out using load balancers	How will the web services of the PPSR system automatically scale out using load balancers? What triggers or metrics will determine when to scale out to handle increased demand?	
21	114	ii) Capability for the database to fail-over to secondary site in case of a disaster in the primary database	Can you provide more details about the capability for the database to failover to a secondary site in case of a disaster? How will data replication and synchronization be managed between primary and secondary	For infrastructure matters, LRA will handle all matters. This will not have an effect on the development of the system because the deliverable will be the source code (most likely in the form of a git repository) with documentation. LRA will

			sites?	handle all matters with regards to deployment.
22	114	v) Network segregation of infrastructure components	What strategies will be employed for network segregation of infrastructure components to enhance security and prevent unauthorized access?	
23	115	REQUIRED SYSTEM SPECIFICATIONS AND FUNCTIONALITIES a) Development of the Modules of LRA Personal Property Security Registry.	Can you provide details about the development of modules for the Personal Property Security Registry? What functionalities will each module encompass, and how will they interact with each other? How will the system capture processes and generate necessary reports based on end-user requirements identified during data gathering, system analysis, and design phases?	The details of development of modules are in Annex A of Terms of Reference For reports of users' activities, please refer to Annex A of Terms of Reference, under User Management, (a) Account Management, (5) System logs and account history
24	115	b) Development of Interoperability Layer and/or Application Programming Interfaces (APIs) needed to integrate all the modules of LUCIS and National Justice Information System (NJIS) Middleware Exchange Portal.	How will the system facilitate interoperability with other systems, such as LUCIS and the National Justice Information System (NJIS) Middleware Exchange Portal? What role will the Interoperability Layer and Application Programming Interfaces (APIs) play in integrating these modules?	Initially, the NJIS Middleware will provide APIs for interconnection from/to banks and other institutions. In the future, this would also serve other systems that would need to be integrated. The Sandbox API Specifications will be provided after the project has started.
25	115	d) Develop a centralized, nationwide online registry, which shall contain, among others, the following information:	What functionalities will the centralized, nationwide online registry of the PPSR system encompass? How will it handle initial notices of security interest, amendment notices, termination notices, and other related transactions? Can you provide insights into the electronic means for registration and search of notices, as well as the indexing and retrieval capabilities of the system?	The details on the functionalities of the PPSR is provided for in the PPSR Annex A
26	118	t) To provide a User Administration Module that shall be used to create and manage user accounts in the	How will the User Administration Module facilitate the creation and management of user accounts in the PPSR system? What features will distinguish between	Individuals should be able to sign up for an account by themselves, while Institution accounts are to be created through the

		Personal Property Security Registry.	individual and institutional user accounts? Will there be self-service functionality for individual user accounts, and how will institutional user accounts be managed by verified user administrators?	User Administration Module.
27	118	u) To migrate active Chattel Mortgage data from the existing LTCP Electronic Chattel Mortgage Registry to this new application, so that creditors with existing security interests over personal property may enjoy continuous perfection of such security interests under the rules of the PPSA.	Can you provide details about the type of system and databases where the active Chattel Mortgage data currently resides? What technologies or platforms are being used to store this data? Are there any challenges or complexities associated with accessing and extracting data from the existing system and databases? What policies or guidelines will govern the migration process for transferring active Chattel Mortgage data to the new PPSR application? Are there any specific data integrity and security considerations that need to be addressed during migration? Can you provide an overview of the migration timeline and key milestones for transferring active Chattel Mortgage data to the new application? How long is the migration expected to take, and what factors may impact the timeline? Are there any dependencies or constraints that could affect the migration schedule, such as availability of resources or compatibility issues between the existing and new systems? How will data mapping and transformation be handled during the migration process? Will there be a mapping	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will ensure that the infrastructure can utilize the implemented technologies.

			exercise to align data fields and structures between the existing and new systems? Are there any data cleansing or normalization activities planned to improve data quality and consistency before migration? Will there be a validation process involving stakeholders or end-users to confirm that migrated data meets their requirements and expectations? How will data ownership and governance be established for migrated data in the new PPSR application? Who will be responsible for maintaining and updating the data, and what procedures will be in place for data governance and stewardship? Are there any data privacy or compliance considerations that need to be addressed, particularly regarding sensitive information contained in the migrated data?	
28	118	v) To develop any and all systems which are necessary to implement and enforce each and every duty of the LRA in so far as the implementation of the Personal Property Security Registry as defined in the PPSA Law and its IRR.	How will the system ensure compliance with the provisions of the PPSA Law and its Implementing Rules and Regulations (IRR)? What measures will be in place to implement and enforce each duty of the LRA related to the Personal Property Security Registry?	The drafting of Terms of Reference (TOR) adheres to the guidelines outlined in the Personal Property Security Act Law and its Implementing Rules and Regulations.
29	121	d) Establish proper backup and restore procedures for disaster recovery using available infrastructure as approved by the LRA	Can you provide details about the backup and restore procedures that will be established for disaster recovery purposes? What is your preferred frequency of the conduct of data backups, and what mechanisms will be in place to ensure data integrity and availability in the event of a disaster?	For infrastructure matters, LRA will handle all matters. This will not have an effect on the development of the system because the deliverable will be the source code (most likely in the form of a git repository) with documentation. LRA will handle all matters with regards to deployment.

30	121	i) Training of Trainers - Supplier shall train LRA personnel to become trainers on how to use the Personal Property Security Registry ii) Technical Training - Supplier shall train LRA personnel in maintaining the system iii) Training of End-users - system walk-through to each Registries of Deed iv)Training of Data Protection Officers	Will the training sessions be conducted onsite or remotely, and what resources will be provided to facilitate effective training delivery?	The training sessions would be mainly conducted on-site . However, we may facilitate remote training of users from Registries of Deeds.
31	121	h) Upon LRA issuance of the certificate of project completion, the service provider shall turnover all source code including but not limited to data structure, code block documentation, access accounts, support applications, files, etc. including the functions and description.	What is the process for the turnover of source code and documentation upon completion of the project and issuance of the certificate of project completion by the LRA? Are there any specific formats or requirements for documenting the source code and functions?	The process includes all source codes for Python must follow the PEP 8 Style Guide, along with PEP 257 Docstring Conventions for code documentations.
32	121	The supplier shall ensure that the project is fully completed and delivered three (3) months from the date of NTP	Due to the complexity of the project, we would like to request for a longer project completion timeline.	The request for extension shall be discussed during the project planning meeting once the project has been awarded to the Winning Bidder.

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Item	Page	Provision	Query	Response
1	109	SCOPE OF WORK AND DELIVERABLES The Scope of Work and Deliverables of this TOR covers mainly the Design, Development, Testing and Support of the PPSR based on the objectives, assumptions and considerations, architecture, technologies, specifications and functional requirements provided in this section	Could you give more information about what needs to be done as described in this section? What specific deliverables, including those for design, development, testing, and support phases, are expected as part of this project? Are there associated milestones or deadlines for these deliverables?	The Scope of Work in item D under Section VI, Terms of Reference is provided further in Annex A.

		and the attached Annexes		
2	110	i) The PPSR shall be designed and developed with a security-first mindset	Could you explain further about the "security-first mindset" approach mentioned for designing and developing the PPSR system? How will this approach be included in the development process	The "security-first mindset" approach is when a system design & development conforms to applicable COBIT 5 framework
3	110	iv) The PPSR shall adopt encryption for Personally-identifiable Information (PII)	Is there a definite encryption type to be implemented?	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will ensure that the infrastructure can utilize the implemented technologies.
4	111	xi) The PPSR shall be able to pass 3rd-party Vulnerability Assessment and Penetration Security Testing, including Code Review and other System Security checks used by the Banking and Finance industries.	Who will cover the costs for these third-party services?	Winning bidder shall not cover expenses incurred by 3rd party VAPT services.
5	111	i) The PPSR shall be able to process a minimum of 5,000 registration transactions per day and 5,000 queries per minute	Can you provide more information about the expected workload for the PPSR system in terms of registration transactions and queries per day and per minute?	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will ensure that the infrastructure can utilize the implemented technologies.
6	111	ii) The PPSR shall be able to pass 3rd-party Performance Testing. The following Performance Testing methodologies shall be complied: 1) Volume Testing 2) Capacity and Load Testing 3) Stress Testing	Are there any specific scenarios or use cases that will be simulated during Volume Testing to assess the system's performance under varying levels of workload?	
7	111	d) Linkages i) The PPSR shall allow external linkages to and from banks and government agencies through secure Application Programming Interfaces (API) and utilization of an Interoperability Layer needed to integrate with the National Justice Information System (NJIS) Middleware Exchange Portal	Can you provide more details about the external linkages mentioned for the PPSR system? What types of interactions are expected with banks and government agencies through these linkages? Can you provide more information about the protocols or mechanisms that will be used for data exchange between the PPSR system and external entities? Will data be	Initially, the NJIS Middleware will provide APIs for interconnection from/to banks and other institutions. In the future, this would also serve other systems that would need to be integrated. The Sandbox API Specs will be provided after the project has started.

			exchanged in real-time or through batch processing?	
8	111	ARCHITECTURE a) Web-Based N-Layer Architecture b) Microservices Application c) Containerized Application Using Container Management Technologies like Kubernetes and Docker d) RESTful API	Can you provide more details about the Web-Based N-Layer Architecture proposed for the PPSR project? What are the different layers in this architecture, and how do they interact with each other?	Please refer to PPSR Annex A.
9	113	e) Database to secure the data from both internal and external cyber attacks	Is there a specific security protocol or technology that needs to be followed?	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will ensure that the infrastructure can utilize the implemented technologies.
10	114	xiv) Automatic malware scanning of uploaded documents before permanently saving to PPSR storage infrastructure	Is there a specific technology/software that the agency would like to implement	For infrastructure matters, LRA will handle all matters. This will not have an effect on the development of the system because the deliverable will be the source code (most likely in the form of a git repository) with documentation. LRA will handle all matters with regards to deployment.
11	114	ii) Capability for the database to fail-over to secondary site in case of a disaster in the primary database	How will data replication and synchronization be handled between the primary and secondary sites?	
12	114	6) REQUIRED SYSTEM SPECIFICATIONS AND FUNCTIONALITIES	Can you elaborate on the general design concept for the PPSR system?	
13	115	a) Development of the Modules of LRA Personal Property Security Registry	Can you elaborate on the development of modules for the Personal Property Security Registry, including the functionalities of each module and their interactivity?	Please refer to PPSR Annex A.
14	115	d) Develop a centralized, nationwide online registry, which shall contain, among others, the following information:	What features will be included in the centralized, nationwide online registry of the PPSR system?	
15	118	u) To migrate active Chattel Mortgage data from the existing LTCP Electronic Chattel Mortgage Registry to this new application, so that creditors with existing security interests over personal property may enjoy continuous perfection of	How will data mapping and transformation be handled during the migration process? Could you furnish information regarding the system type and databases currently housing the active Chattel Mortgage data? Additionally, what	

		such security interests under the rules of the PPSA.	technologies or platforms are employed for storing this data?	
			Are there provisions for maintaining access to the legacy system or implementing interim solutions to address critical data needs while migration issues are resolved?	
			How will data validation and testing be conducted to ensure the accuracy and completeness of migrated data in the new PPSR application? What methodologies or techniques will be used to verify the integrity of transferred data?	
			What plans are in place for archiving and retaining data from the existing system after migration to the new PPSR application? Will there be provisions for long-term storage and access to historical data? Are there any legal or regulatory requirements regarding data retention that need to be considered during the migration process?	The technical specifications will be discussed at the project planning meeting. This will involve matters such as the tech stack to be used (including libraries and frameworks as well as database technologies). LRA will
16	118	v) To develop any and all systems which are necessary to implement and enforce each and every duty of the LRA in so far as the implementation of the Personal Property Security Registry as defined in the PPSA Law and its IRR	Can you provide examples of specific functionalities or features that align with the requirements outlined in the PPSA Law and IRR?	ensure that the infrastructure can utilize the implemented technologies.
17	121	c) Conform to the provisions of the Data Privacy Act, ISO 27001 Information Security Management Systems and ISO IEC 20000-1 Information Technology Service Management standards.	Will there be regular audits or assessments conducted to verify compliance with these standards, and how will any identified gaps or vulnerabilities be addressed?	These provisions mostly cover standards for data or information confidentiality, integrity, and availability. Development that conforms to COBIT 5 framework should be adequate enough to allow the agency's compliance to these provisions.
18	121	The supplier shall ensure that the project is fully completed and delivered three (3)	Considering the intricacy of the project, we kindly request an extension of the	The request for extension shall be discussed during the project planning meeting once the project has

		months from the date of NTP	project timeline to twelve (12) months from the Notice to Proceed (NTP) date.	been awarded to the Winning Bidder

II. Other amendments and clarifications

1. Bid Validity, item 14.1, Bid Data Sheet

Section III. Bid Data Sheet	PARTICULARS	AMENDMENTS/ CLARIFICATIONS
Item 14.1	Bids will be valid until *July 3, 2024.*	Bids will be valid until *July 17, 2024.*

2. Bid Validity, item 15.2, Bid Data Sheet

Section III. Bid Data Sheet	PARTICULARS	AMENDMENTS/ CLARIFICATIONS
Item 15.2	The bid security shall be valid until *July 3, 2024.*	The bid security shall be valid until *July 17, 2024.*

3. Label of the envelope, Item 17.3, Bid Data Sheet

Section III. Bid Data Sheet	PARTICULARS	AMENDMENTS/ CLARIFICATIONS
Item 17.3	Name of Contract to be bid: PROCUREMENT OF CONSULTING SERVICES FOR THE SYSTEM DEVELOPMENT OF PERSONAL PROPERTY SECURITY REGISTRY (PPSR) Name and address of Bidder: _____ Name of the Procuring Entity: Land Registration Authority East Avenue, Diliman, Quezon City DO NOT OPEN BEFORE February 7, 2024, 10:00AM	Name of Contract to be bid: PROCUREMENT OF CONSULTING SERVICES FOR THE SYSTEM DEVELOPMENT OF PERSONAL PROPERTY SECURITY (PPSR). Name and address of Bidder: _____ Name of the Procuring Entity: Land Registration Authority East Avenue, Diliman, Quezon City DO NOT OPEN BEFORE March 19, 2024, 10:00AM
	DO NOT OPEN BEFORE February 7, 2024, 10:00 AM	DO NOT OPEN BEFORE March 19, 2024, 10:00 AM

4. Deadline for Submission of Bids, item 18, Bid Data Sheet

Section III. Bid	PARTICULARS	AMENDMENTS/

Data Sheet		CLARIFICATIONS
Item 18	The address for submission of bids is **LAND REGISTRATION AUTHORITY** **Special Bids and Awards Committee** East Avenue corner NIA Road, Diliman, Quezon City The deadline for submission of bids is *March 5, 2024 at 9:30 AM*	The address for submission of bids is **LAND REGISTRATION AUTHORITY** **Special Bids and Awards Committee** East Avenue corner NIA Road, Diliman, Quezon City The deadline for submission of bids is *March 19, 2024 at 9:30 AM*

5. Bid Opening, item 21.2, Bid Data Sheet

Section III. Bid Data Sheet	PARTICULARS	AMENDMENTS/ CLARIFICATIONS
Item 21.2	The address for opening of bids is **LAND REGISTRATION AUTHORITY** **Special Bids and Awards Committee** East Avenue corner NIA Road, Diliman, Quezon City The date and time for opening of bids is *March 5, 2024 at 10:00 AM*	The address for opening of bids is **LAND REGISTRATION AUTHORITY** **Special Bids and Awards Committee** East Avenue corner NIA Road, Diliman, Quezon City The date and time for opening of bids is *March 19, 2024 at 10:00 AM*

6. The Bid Data Sheet shall be amended as follows:

   a. Section III. Bid Data Sheet, item 10.1 (c)

Section III. Bid Data Sheet	AMENDMENTS/ CLARIFICATIONS	
10.1 (c)	The minimum required experience of proposed professional staff is as follows:	
	Project Manager	- Must possess a College Degree or higher - Must have at least five (5) years of work experience as Project Manager on ICT-related projects - With Certification on Project Management

	Lead Developer	- Must be a graduate of an IT-related college course (e.g. BSIT, BSCoE, BSCS, etc.) - Must have at least five(5) years of work experience as Lead Developer on projects using Python, NodeJS, or JavaScript - Must have Certification on Python or NodeJS
	System Analyst	- Must possess a College Degree or higher - Must have at least five (5) years of work experience as System Analyst on ICT-related projects
	Full-time Systems Developer	- Must be a graduate of an IT-related college course (e.g. BSIT, BSCoE, BSCS, etc.) - Must have at least five(5) years of work experience as Developer on projects using Python, NodeJS, or JavaScript
	Technical Writer	- Must have a minimum educational background of College level - Must have at least five(5) years of work experience as Technical Writer on ICT-related projects

In case of more certifications obtained by one (1) person , the maximum ratings will govern.

b. Section III. Bid Data Sheet, item 25.3 (c)

Section III. Bid Data Sheet	AMENDMENTS/ CLARIFICATIONS
25.3 (c)	The numerical weight for each criterion are as follows:

Criteria	Weight (%)
A. Qualification of Personnel	25%
B. Experience and Capability of Consultant	25%
C. Plan of Approach and Methodology	50%
TOTAL	100%

Rating Evaluation Criteria			
Criteria	Weight		
I. Qualification of Personnel *(All submitted candidates*			25%

will be evaluated.However, the highest scoring candidate will be considered.)			
A. Educational Background		14%	
1. Project Manager (highest scoring individual, will be considered)			
• Master Degree or higher (IT related)	3%		
• Master Degree or higher (Non IT related)	2%		
• College Degree (IT related)	2%		
• College Degree (Non IT related)	1%		
2. Lead Developer (highest scoring individual, will be considered)			
• Master Degree or higher (IT related)	3%		
• Master Degree or higher (Non IT related)	2%		
• College Degree (IT related)	2%		
• College Degree (Non IT related)	1%		
3. System Analyst (highest scoring individual, will be considered)			
• Master Degree or higher (IT related)	3%		
• Master Degree or higher (Non IT related)	2%		
• College Degree (IT related)	2%		
• College Degree (Non IT related)	1%		
4. Systems Developer (highest scoring individual, will be considered)			
• Master Degree or higher (IT related)	3%		

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• Master Degree or higher (Non IT related)	2%		
• College Degree (IT related)	2%		
• College Degree (Non IT related)	1%		
5. Technical Writer (highest scoring individual, will be considered)			
• College Degree or higher	2%		
• Undergrad/Vocational Course	1%		
A. ICT Certifications		11%	
1. Project Manager			
• Project Management Professional (issued by an external certifying body)	4%		
2. Lead Developer			
• Python	4%		
• NodeJS	3%		
• Javascript	2%		
3. Full Time Systems Developer			
• Certified Developer (Python, NodeJS, or JavaScript)	3%		
II. Experience and Capability of Consultant			25%
A. Work Experience		14%	
1. Project Manager - work experience as Project Manager on ICT-related projects			
• 5 years and above	3%		
• Less than 5 yrs	1%		
• None	0%		
2. Lead Developer - work experience as Lead Developer on projects using Python, NodeJS, or JavaScript			
• 5 years and above	3%		

• Less than 5 yrs	1%		
• None	0%		
3. System Analyst - work experience as System Analyst on ICT-related projects			
• 5 years and above	3%		
• Less than 5 yrs	1%		
• None	0%		
4. Full Time System Developer - work experience as Developer on projects using Python, NodeJS, or JavaScript			
• 5 years and above	3%		
• Less than 5 yrs	1%		
• None	0%		
5. Technical Writer - work experience as Technical Writer on ICT-related projects			
• 5 years and above	2%		
• Less than 5 yrs	1%		
• None	0%		
A. The firm/group or any of its JV members must have completed at least three (3) similar projects encompassing the design, development, integration and implementation of a Web-based Software Development Project and Cloud Applications Development Project with corresponding maintenance and support.		4%	
• 3 or more	4%		
• 2	2%		
• 1	1%		
B. Current Workload		4%	
• 0 to 1	4%		
• 2 to 3	2%		
• 4 and above	1%		

C. The firm/group or any of its JV members must be legally operational for at least five (5) years		3%	
• 5 years or more	3%		
• Less than 5 years	1%		
• None	0%		
III. Plan of Approach and Methodology *(The total scores of the firm for each criteria shall be averaged.)*			50%
A. Completeness of the Proposal (Consistency and compliance with the mandatory requirements and outlining the activities stated in the TOR).		20%	
• With scope of work /activities as required in the TOR completely outlined and described	10%		
• With all deliverables completely outlined and described in the TOR including work plan/distribution, time schedules, and milestones (ie. Gantt Chart).	10%		
B. Clarity of Approach and Methodology		15%	
• With logical sequencing and interrelationship of required tasks/activities fully presented. Cohesiveness in the presentation of proposed Approaches and Methodologies is maintained.	5%		
• With specific details on all tasks/activities well described in the proposal	5%		
• With work plan and time schedule (i.e Gantt Chart clearly presented, indicating that the consulting firm has optimized the use of resources.	5%		
C. Substance of Proposal (Methods and		15%	

Approaches indicate expertise and full appreciation of project problems, concerns and relevant issues, which include providing solutions to such problems, concerns and issues.			
• With methods and approaches fully defined indicating familiarity of consultants to come up with recommendations and plans.	7.5%		
• With required tasks and responsibilities of staff fully described and aligned with scope of work as indicated in the TOR.	7.5%		
Total		**100%**	**100%**

Sample computation here are as follows:

SAMPLE COMPUTATION	
I. Qualification of Personnel	
A. Educational Background	
1. Project Manager - *College Degree (IT-related)*	2%
2. Lead Developer - *Master Degree or higher (IT-related)*	3%
3. System Analyst - *College Degree (IT-related)*	2%
4. Systems Developer - *College Degree (IT-related)*	2%
5. Technical Writer - *College Degree*	2%
A. ICT Certification	
1. Project Manager - *PMP Certified*	4%
2. Lead Developer - *Python Certification*	4%
3. Full Time Systems Developer - *NodeJS Certification*	3%
Score	**22%**
II. Experience and Capability of Consultant	
A. Work Experience	
1. Project Manager - *7 Years*	3%
2. Lead Developer - *6 Years*	3%

3. System Analyst - 4 Years	1%
4. Systems Developer - 5 Years	3%
5. Technical Writer - 5 Years	2%
B. Completed Projects (Web-based & Cloud Applications)	
- 5 Projects	4%
C. Current Workload	
- 3 Projects	2%
D. Years of Operation	
- 10 Years	3%
Score	**21%**
III. Plan of Approach and Methodology	
A. Completeness of the Proposal	
• With scope of work /activities as required in the TOR completely outlined and described	10%
• With all deliverables completely outlined and described in the TOR including work plan/distribution, time schedules, and milestones	10%
B. Clarity of Approach and Methodology	
• With logical sequencing and interrelationship of required tasks/activities fully presented. Cohesiveness in the presentation of proposed Approaches and Methodologies is maintained.	4%
• With specific details on all tasks/activities well described in the proposal	3%
• With work plan and time schedule	3.5%
C. Substance of Proposal	
• With methods and approaches fully defined indicating familiarity of consultants to come up with recommendations and plans.	5%
• With required tasks and responsibilities of staff fully described and aligned with scope of work as indicated in the TOR.	5.5%
Score	**41%**
TOTAL SCORE	**84%**

c. Section III. Bid Data Sheet, item 26.1

Section III.	

Bid Data Sheet	AMENDMENTS/ CLARIFICATIONS
26.1	The opening of Financial Proposals of those who attained the HIGHEST RATED BID (HRB) shall be after completion of Technical Proposal evaluation on a date and time to be set after due notification to the said consultants at the *4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City*

7. Section VI. Terms of Reference

    a. Item "D"

	AMENDMENTS/ CLARIFICATIONS
D. SCOPE OF WORK AND DELIVERABLES The Scope of Work and Deliverables of this TOR covers mainly the Design, Development, Testing and Support of the PPSR based on the objectives, assumptions and considerations, architecture, technologies, specifications and functional requirements provided in this section and the **attached** <u>Annexes</u>	The "attached Annexes" referred to in Section VI, item D is enclosed in this SBB, denominated as **Annex "A"**

Please be reminded that all queries after the release of this Bid Bulletin will not be entertained. All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

End of Bid Bulletin No. 2 **Consulting Services of the System Development of Personal Property Security Registry (PPSR).**

Issued on 08 March 2024

SPECIAL BIDS AND AWARDS COMMITTEE

TEODORO L. BONIFACIO, JR.
Chairperson, LRA-SPBAC

ANNEX
"A"

PERSONAL PROPERTY SECURITY REGISTRATION
Functional Specification Requirements and System Modules

GENERAL SPECIFICATION	
Modules	**Diagram flow and Description**
General overview	
	1. The PPSR application will be connected to the Department of Justice "National Justice Information System" (NJIS) whereas micro services are available in order for the Banks or other Financial Institution systems to connect with the PPSR system.
Juridical API	**Overview** The different banks and financial institutions will be able to connect their application via API where they will be able to share/send data to the LRA PPSR web application. Standard authentication method should be required to access the API API shall Generates Error Codes List common error codes, their descriptions, and possible resolutions. Sample Responses Provide sample API responses for each endpoint, including HTTP status codes and response bodies. Business Rule 1. PPSR must be capable of getting the required data from the bank (ex, Creditor's Name, Grantor's Name, Collateral Type, Collateral Class, Collateral Description, etc.) 2. PPSR must be able to filter the response into unique values. 3. Unique values will be stored into Bank Created Notice at the PPSR System. 4. A Unique Transaction Number will be assigned on each Bank Created Notice. Each Bank will be assigned Bank ID - unique code identifying the bank

	Username - unique login name to access the PPSR Password - to authorize the login in the PPSR

PPSR Micro Service	- communicates with LRA app services
	    - similar to a clearing house
	    - interpreter for the cloud instead of direct comms with cloud
	    - load balancer
	- data sharing agreement in the future with other agencies (personal
	   information)

User Management	1. User management allows administration and organizes users' accounts according to their needs and roles while maintaining the security of IT systems. It has powerful user management capabilities that can allow the administrator to group users and define flexible policies.
	
	    a. Account Management
	    b. Accounts
	    c. *Account Validation and Verification*
	    d. Account Registration

User Management

a.Account Management

Functions	Description
1. Create LRA User account	LRA user accounts will be created only by the user management module, only the designated administrator shall have access to the user management.
1. Change the status of existing accounts	a. The user management can manually change the status only for the Agencies accounts. b. Other accounts can only be viewed by the user management module for report generation purposes and modification of status shall be disabled. c. Viewing of the registered and type of accounts can be accessed by the user management module
1. Password Reset	a. All accounts will be self-service where users can retrieve their account using Email and OTP verification.
1. Retrieve User Account	a. Retrieval of user name can be done through self-service provided that the user can

		provide the registered Email with SMS OTP validation.

	1. System logs and account history	a. User management module can generate reports of the following
		    i. Login history of all types of registered user accounts
		    ii. Change of statuses for each account
		    iii. Summary report of user accounts activity
		    iv. Detail information of the registered user based on the provided registration information

User Management

b. Accounts

User account types	Functionality
Session Timeout	1. User account has standard 10 mins login time on every session once the account is idle 2. The system will automatically logout the account regardless of the account type except system account based on the standard logout time 3. Logout time can be configurable by the Registry Administrator Account

1. LRA Account	1. Can Approve or Deny the registration of Juridical Entity Account based on Section 5.05
	    1. Registered Articles of Incorporation or in an agreement constituting the legal person.
	    2. Secretary Certificate
	    3. Create and Terminate notices
	    4. Reactivate Notices
	    5. Request and Receive accountable special paper.
	    6. Print CTC
	    7. Issue accountable special paper

	2. Generates reports related to the following:
	    a. Number of users registered
	    b. Number of Created notices per day/month/year
	    c. Number of Issued Certified copies

		per day/month/year d. Transaction history report
	2. Registry Administrator Account	Handles the user management functionality
		Generate Audit Trail for each account

	3. Public accounts	1. Individual Accounts will be created through registration in the system.
		    a. Creation of Notices
		    b. Searching of Public Created Notices
		    c. Amendment of Notices
		    d. Termination of Notices
		    e. The request of CTC of Notices

		2. Juridical Entity Account that will be created through registration in the system by the following:
		  a. Level III - Management of Level II and Level I account
		    i. Create level II account
		    ii. Can reset, and disable level II account
		  b. Level II
		    i. Create level I account
		    ii. Can reset, disable level I account
		    iii. Approve Notices
		    iv. can edit the information and change/re-upload the document uploaded
		  c. Level II and Level I
		    a. Searching of his/her created Notices
		    b. Uploading of documents needed
		    c. Recommend Approval of Notices
		    d. Searching of registered serial numbers of motor vehicles
		    e. Amendment of Notices
		    f. Termination of Notices
		    g. The request of CTC of Notices

	D. System account		1. Encrypted account that shall be used by the PPSR application login credential to the database. 2. Separate system account shall be given to financial institution who will connect to PPSR via API

User Management **C. Account Validation and Verification**	Account Validation and Verification The account validation and verification of the system is required to validate the user's information for the communication and notification process, therefore it is necessary to have the correct information, especially on the mobile number and email address provided by the user, in order to confirm the user authenticity, system generated notification is required. System should be able to detect if email submitted by a user has already been used and inform the user that it has already been used.

Functionality	Description
OAUTH	Single sign on

OTP verification	One-time PIN (OTP) system that will provide a mechanism for logging on to the PPSR using a unique password that can only be used once.
	OTP codes will be sent in real-time via
	  a. SMS thru a user-registered mobile number
	  b. Email thru registered email address.

CAPTCHA Verification	An image-based CAPTCHA will require users to select images matching a theme or identify an image that doesn't fit or match to prove that the user is a human and not a bot before granting access to the PPSR.
Email Validation /Verification	A verification link will be sent to the user's registered email address. Users should click the verification link to activate the user PPSR account.

Security Question (optional)	When creating an account in the PPSR, Users will confidentially share the answers to secret questions that he/she selected. These security questions will be used when the user's username is forgotten.
	  a. Users need to select (5) security questions and
	  b. Users must input the answers on it.

Password Requirements

Once the registration is complete and has been accepted by the PPSR LRA user for Individual and Juridical, the account that was registered will be activated once the user inputs their initial provided password.

	Mandatory password change	Upon first login, the system will mandatorily require the user to change the password in accordance with the default password requirements.
	Initial Password	Initial password will be immediately sent to the user's verified email account upon completion of registration
	Password minimum requirement:	8 characters with alphanumeric and special characters consisting of at least 1 upper or lower case alpha charter.

Reset of password or retrieval of User Account
The User Account will be locked once the User fails to input the correct password after (5) attempts.

	Recovering an account if users forgot his/her password	1. Users must click "Forgot Password"
		2. After clicking Forgot Password, Users will receive an email notification with the link that Users can use to reset the password on Users validated email address.
		3. Once the Users click the link, Users will be directed to the Account Recovery Page.
		4. Users must Fill in the data fields
		    a. New Password
		    b. Confirm New Password
		5. After Users fill in the data fields, click "Submit".
		6. If the Users password conforms to the password requirement, a message will appear "Your password was recovered! You are required to log in again! Click on "Click Here" to be redirected to the PPSR Home Page.
		7. Else the Password does not conform to the password requirement. Users need to follow the password requirement.

	Recovering an account if the user forgot his/her username	In case Users forgot his/her username
		1. Users must click "Contact Administrator".
		2. Users will automatically receive an email notification with the link users can use to recover his username. .
		3. Once the Users click the link, Users will be directed to the Account Recovery Page.
		4. Users need to fill in the data fields
		    a. Last Name
		    b. First Name
		    c. Provide the correct answers to the security questions that users chose during the setup of the user account then click "submit".
		5. If the Users are able to supply the correct Last Name, First name and provide the correct answers to the security question, an email

		informing the correct username will be sent to the Users validated email address.
	Recovering an account after (5) failed attempts	1. Users will automatically receive an email notification with the link users can use to reset users passwords. 2. Once the Users click the link, Users will be directed to the Account Recovery Page. 3. Users must Fill in the data fields a. New Password b. Confirm New Password 4. After Users fill in the data fields, click "Submit". 5. If the Users password conforms to the password requirement, a message will appear "Your password was recovered! You are required to log in again! Click on "Click Here" to be redirected to the PPSR Home Page. 6. Else the Password does not conform to the password requirement. Users need to follow the password requirement.

User Management

D. Account Registration

ACOUNT REGISTRATION
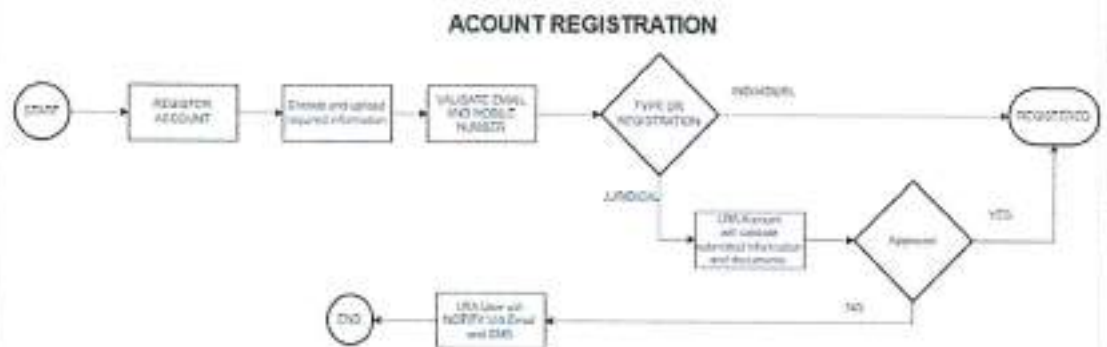
1. Account Registration

    a. Users may register as Individual or Juridical accounts, where necessary fields need to be filled-up and required information and documents shall be provided in order to complete the registration process.

Identified data fields (individual)

- Unique Identification Number*
- Name(Given Name, MI, Last Name, Suffix)*
- Mobile number
- Current Address*
- Permanent Address*
- Registered Email Address
- Type of ID uploaded (dropdown)
- Uploaded ID*
- Selfie Picture
- Selfie with ID
- Select type of Account :SecuredCreditor or Grantor

- Forms that Users need to read and concur.

Identified data fields (Juridical)

- Unique Identification Number
- Entity Name
- Mobile Number
- Current Address*
- Permanent Address*
- Email Address
- Articles of Incorporation (Name appearing on the articles of Incorporation will be registered name)* or
- Agreement constituting the legal person*
- Select type of account Secured Creditor or Grantor
- Secretary Certificate Authorizing the registration of the account and indicating the name of the authorized representatives.

Juridical accounts will not be automatically approved and needs to be verified by the designated Agency account approver.

Pls. see Forms

PPSR Data Privacy Protection Notice.docx
PPSR Terms and Condition.docx

Personal Property Security Registration

Registration /Creation of Notice (Individual)	

Business Rules

1. Only a Registered User in the System can create and register notices.
2. The date and time of Notice Registration effectivity will be the date and time of the generation of Notice Registration Number or the payment that has been received by the system.
3. For multiple creditors and grantors, the registry will require each creditor and grantors to be a registered User in the system to be added to the name of creditors and grantors in the Notice.
4. For multiple creditors and grantors, email address and cellphone number of each creditors and grantors will be required in order for the registry to notify them on such notice.
5. Users need to fill-up all information needed on the required mandatory fields.
6. Users need to upload required documents.
7. Users need to write in English the collateral description.
8. A unique Transaction Number will be generated once the user saves the Notice created initially or Notice has been submitted for payment

whichever is earlier.

9. Once the unique Transaction Number was generated, all information that was encoded by User and documents that have been uploaded will be saved on User Created Notices.
10. Users can edit the information encoded and change/re-upload the document uploaded under the User Created Notices.
11. An initial Notice Registration will only be submitted, once all the required mandatory fields are provided. The system will automatically inform the User of the missing fields that need to be provided.(information that needs to be filled up and documents that need to be uploaded).
12. A unique Notice Registration Number will be generated once the payment has been received by the system.
13. Once the Notice Registration Number was generated, the Notice will be available until the term end date to the searching public and will no longer be editable unless amended.
14. Created Notices that are not paid within 15 days will be automatically voided by the system.
15. Created Notices that have been voided will no longer be editable.
16. Users are required to read, agree and accept the contract.

System Features

1. System must have provisions for uploading multiple documents in PDF and JPG format and the maximum upload size of a PDF is 50 MB while JPG is 10 MB.
2. The system should be able to validate if all mandatory fields are filled up by the User and must be able to inform the User of the missing fields that need to be provided.
3. System must have a save option in order for the user to save the draft Notice details on "My Created Notices" which the user can continue again later by accessing "My Created Notices".
4. A Notice will be available on the registry system only and searchable by the public when the payment is received by the system and until the term end date.
5. Mobile Number and Address will not be part of searchable by the public.
6. System should have provision for adding multiple creditors and grantors.
7. System will require the registry username of each creditor and grantors in order to be added to the name of creditors and grantors in the Notice.
8. For multiple creditors, the System should be able to notify each creditors via sms and email messages.
9. The system should have a pre contract agreement such as consent, etc. wherein User needs to read and accept in order for the registration to proceed. This can be downloaded by the User in PDF form.

Pls. see Initial Notice Registration Report

PPSR Form Initial Notice Registration.docx

Registration /Creation of Notice (Juridical)	
	Business Rules

Business Rules

1. The system should be able to receive data from the bank system.
2. The system should be able to filter and get unique data.
3. Unique data will be stored on Bank Created Notice and other transaction information,
4. There will be an initial connection and registration on the NJIS middleware prior to connectivity.
5. A **unique Transaction Number** will be generated for each unique data that will be stored on Bank Created Notice.
6. Only a Registered User in the System can access the Bank Created Notice.
7. Level 1 Registered Users need to upload required documents and recommend Notices to Level II User for approval..
8. Level II Registered Users can approve the Notice Created.
9. Level II Registered Users can edit the information and change/re-upload the document uploaded under the Bank Created Notices.
10. A unique Registration Number will be provided for every successful approval on a new created notice.
11. A Notice will be available on the registry system only and searchable by the public when the transaction is approved by Level II and until the term end date.
12. Mobile Number and Address will not be part of searchable by the public.
13. The system shall automatically disable the approval of Bank Created Notice on a specified transaction count if payment is not validated by the system. The specified transaction limit shall be configurable but default will be set at 1000 counts.
14. The system will notify that the payment is not yet validated once the transaction count reaches 300 on the specified transaction count.

System Features:

1. The system should be able to validate data from the bank and only unique data will be stored on the bank created Notice or other information that LRA may require during the development
2. Data from the bank should be JSON Format.
3. The System should be able to convert the JSON Format into required output of the system.
4. System must have provisions for uploading multiple documents in PDF and JPG format and the maximum upload size of a PDF is 50 MB while JPG is 10 MB.
5. The system should be able to validate if all mandatory fields on uploading are filled up by the User and must be able to inform the User of the missing fields that need to be provided.
6. System must have a save option in order for the Level I and II user to save the draft Notice details on "Bank Created Notices" which the user can continue again later by accessing "My Created Notices".
7. The system should be able to allow the Level I user to recommend Notice to Level II users for Approval.
8. A Notice should be available on the registry system only and searchable by the public when the Level II user approves the Notice on bank Created Notices and the unique Registration Number was provided by the system and until the term end date.

	9. The system should automatically disable the Approval Module of Level II once the transaction count reaches the agreed count without payment. 10. The transaction count limit settings in order to approve Notice should be configurable. 11. The system should notify the Level II user that payment is needed once the transaction count reaches less than 300 on the specified transaction count. (Note: the transaction limit is system configurable, initial will be set to 300). 12. The system should allow the approval module of level II users once the payment has been validated by the system.
Payment ((Juridical))	**Business Rules** 1. Payment of Juridical will be processed through deferred payment. 2. Banks will be billed monthly unless the transaction limit is reached. 3. Fees will be automatically accessed by the system based on the service availed by the user and its corresponding approved fee. 4. Partial payment and overpayment will not be allowed. 5. Payment will not be transferable.

Payment	**Business Rule**
	
	1. Fees will be automatically accessed by the system based on the service availed by the user and its corresponding approved fee.
	2. Payment will be allowed through the payment gateway channel as approved by LRA.
	3. Partial payment and overpayment will not be allowed.
	4. Full payment will be made before services are provided to Users in the PPSA Registry.
	5. Payment will not be transferrable.
	6. Payment will not be refundable.
	7. A unique Payment Reference Number will be generated by the system for each successful payment attempt.
	
	System Features:
	1. Under this module, Users shall be able to pay their transaction with the following functionalities.
	
	    a. Display computation of payment
	    b. User may choose not to pay after creation of notice, record of created notice, amendment of notice
	    c. LANDBANK (Link.BizPortal) will be used as the payment gateway channel. In case of additional payment gateway, only those approved and authorized by LRA shall be used for payment.
	    d. All successful payments shall generate a digital Official Receipt (OR) which can be downloaded immediately after confirmation of payment and a replicate copy of OR shall be sent through Email. (Subject to Government requirements eOR if any)
	    e. SMS confirmation shall be received by the user upon successful payment
	    f. Users shall also be notified with the unsuccessful payment.
	    g. A unique Registration Number will be provided for every successful payment on a new created notice.

|	
	2. Payment shall be collected except for search and registration of termination of notice. Pls. see Electronic Official Receipt PPSR Form Electronic Receipt.docx
Payment Computation of fees	1. The following are the fees for the following modules of the PPSA Registry, subject to the approved fees of the Department of Finance (DOF). | Services	Amount (in Pesos)
Registration of new notice (1 page)	380
Registration of amendment notice (1 page)	30
Certified True Copies (1 page)	30
Certifications (1 page)	30
Additional Fee per page	30
Search	No Fees
Registration of Termination of Notice	No Fees | 2. Total fees shall be auto computed and be displayed in Philippine Pesos. 3. Fees shall not be available for public search. 4. An assessment form will be displayed before payment. 5. System should be configurable to allow the changes in the fees depending on the necessary approval of the DOF or any relevant agency. NOTE: Payment for LRA USER is exempted Pls. see Assessment Form PPSR Form Assessment Form.docx
Search	**SEARCH OF NOTICE** start → search notice → View Search Notice → Print Notice → End
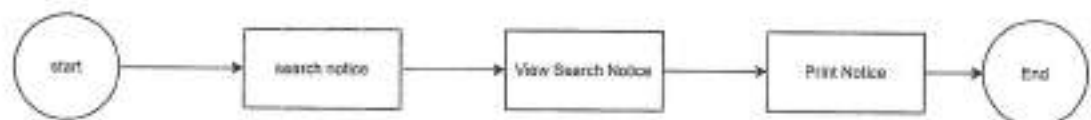
Business Rule

1. Only a Registered User in the System can search the registry.
2. All Notices that were successfully registered and active in the Registry shall be fully available for public search.
3. The Registry will allow the following search type through:
   a. Serial Number
      - Motor vehicle and/or
      - Other serial number
   b. Grantor/Creditor
      - Individual Grantor and/or
      - Organization
   c. Registration Number (Initial, Amendment, Termination)
   d. Transaction Number
4. Users shall be able to search terminated notice only through
   - **Notice Registration Number** however the system will inform the user that the notice is already terminated and the system will restrict them from viewing the information, and
   - **Termination Registration Number** however the system will restrict them from viewing the information.
5. Notice currently undergoing a transaction in the registry system shall still be available for public search however the system shall not allow other users to initiate any amendment or termination, to avoid inconsistency of data.(1 notice 1 user only)

Pls. see CTC of Search Report

PPSR Form Certified True Copy of Report.docx

Amendment of Notice	AMENDMENT OF NOTICE
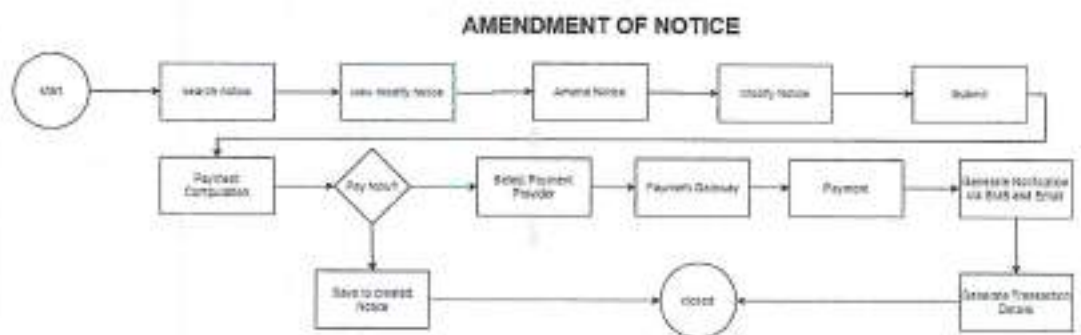
Business Rule

1. Only Registered Users in the System and whose name is on the initial notice can amend the Initial Notice.
   a. Creator of the Initial Notice
   b. Secured Creditors who created the initial notice and whose name are included in the initial notice.
   c. Grantors who created the initial notice and whose name are included in the initial notice.
2. Notice may be amended by the registration of an amendment notice that identifies the initial notice by its registration number.
3. There shall be at least one (1) grantor, one (1) creditor and one (1) collateral remaining in the notice.
4. A **unique Transaction Number** will be generated once the user submits the Notice for amendment.

5. Users can edit the information encoded and upload additional documents under the User Created Notices.
6. Existing uploaded documents previously will not be allowed to be removed during the amendment process though new documents will be allowed to upload.
7. Once the **unique Transaction Number** was generated, all information that was encoded by User and documents that have been uploaded will be saved on User Created Notices.
8. A **unique Registration Number** will be generated once the payment has been received by the system.
9. Once the **Registration Number** was generated, the amendment notice will be available to the searching public.
10. For Juridical Account, Item 1 to 9 will apply except that Level I user will recommend it to Level II for approval.

System Features

1. The system should be able to link the amendment notice to its initial notice.

2. For ongoing transactions processed by a current user, no other changes shall be allowed until the session is completed.

3. The system should have a validation checkbox when providing new information. This Confirmation checkbox shall appear upon submission and must be click by the user, following the condition if filed by:
   - ○ Secured creditor
     if the changes is related to security interest it will be automatically saved/registered with confirmation message " I attest that only security interest was amended on this transaction"
   - • Grantor
     When security interests are made the grantor will receive notification and shall be required to login on the PPSR web application to confirm and provide consent by accepting or clicking the agree button.

4. The change may be made based by adding, editing and removing on the following Data fields:
   a. Grantor
      i. Details
   b. Creditor
      i. Details
   c. Collateral
      i. Type
      ii. Class
      iii. Details

5. The system should have a pre contract agreement such as consent, etc. wherein User needs to read and accept in order for the registration to proceed. This can be downloaded by the User in PDF form.
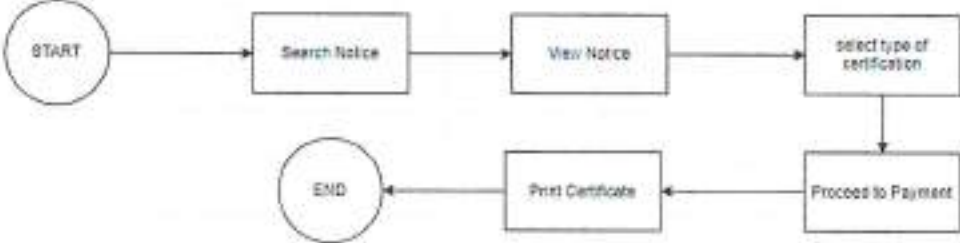
Conditions:

	a. If changes to the security interest can be effected with the sole consent of the secured creditor b. If changes to the security interest requires the grantor's consent c. Amend of notice when adding a collateral should be authorized by the grantor. The system will require the uploading of documents where grantors are authorizing the amendment. Please see Amendment of Notice Report PPSR Form Amendment of Notice Registration.docx
Amendment of Continuation of Notice	Additional Business Rule 1. The System shall amend for continuation of notice provided that the initial notice or the original notice based on its date of registration number is 6 (six) months (180 days) before the expiration of the effective period of notice.
Compulsory Amendment by Court Order	1. LRA User can amend a notice provided that court order shall be uploaded during the amendment of notice, same Business Rules shall apply except for the payment on which LRA user shall be under the rules of payment

Registration of Termination of Notice	TERMINATION OF NOTICE
	
	Business Rule
	
	1. Only Registered Users in the System and whose name is on the initial notice can register the termination of Initial Notice.
	    • Creator of the Initial Notice
	    • Secured Creditors who created the initial notice and whose name are included in the initial notice.
	    • Grantors who created the initial notice and whose name are included in the initial notice.
	2. No fees shall be collected on this module.
	3. Notice may be terminated by the registration of termination of notice that identifies the initial notice by its registration number.
	4. In case on the multiple creditors,
	    • The registry will allow the User to select the creditors who are still active,
	    • The registry will allow the User to remove the creditors whose obligations under the security agreement to which the registration relates have been performed.
	    • The registry should require the user to acknowledge that consent was obtained from the other Creditors.
	5. A **unique Transaction Number** will be generated once the user saves the Terminate Notice or has been submitted for termination whichever is earlier.
	6. Once the **unique Transaction Number** was generated, all information that was encoded by User and documents that have been uploaded will be saved on User Created Notices.

7. The Registration Of Termination of Notice will only be registered, once all the required mandatory fields are provided. The system will automatically inform the User of the missing fields that need to be provided, (information that needs to be filled up and documents that need to be uploaded).
8. A **unique Termination Registration Number** will be generated once the termination notice has been registered in the registry.
9. Once the **Termination Registration Number** was generated, the Initial Notice will no longer be active and will be tagged as terminated thus all the information contained on the Notice will no longer be available to the searching public.
10. As long as there is one active creditor in the Notice, the Notice will remain active in the Registry.
11. The system will notify all the remaining creditors affected by the notice through sms or email using the contact information provided by the user who registered the notice.
12. A terminated Notice may be reactivated through Amendment by calling the **Termination Registration Number** and uploading the court order.
13. For Juridical Account, Item 1 to 12 will apply except that Lever I user will recommend it to Level II for approval.

System Features:

1. Under this module, Users shall be able to register termination of Notice with the following functionalities.
   a. The system should be able to display the Notice that the user selected.
   b. The system should only allow the
      - user who created the initial notice,
      - the creditor who created the initial notice and whose name are included in the notice, and
      - the grantor who created the initial notice whose name is included in the notice.
   c. The system should have a selection option for the name of the creditors who are still active and tag it as active in the notice and remove the name of the creditors whose obligations under the security agreement to which the registration relates have been performed and tag it as fully paid.
   d. The system should allow the user to download the termination notice in PDF form.
   e. System must have a save option in order for the user to save the draft Notice details on "My Created Notices" which the user can continue again later by accessing "My Created Notices".
   f. The system shall be able to detect term end and be able to send notification via sms and email to grantor or secured creditor

2. The system should be able to link the **Termination Registration Number** into its original **Notice Registration Number.** The System will tag the initial notice from active to terminated and also annotate the Initial Notice of the date and time of Notice termination.
3. Once the Notice status becomes terminated, The system should be able to restrict the searching public from viewing the information of the notice however the system should be able to inform the searching public that it was already terminated.

	4. The system should have a pre contract agreement such as consent, etc. wherein User needs to read and accept in order for the registration to proceed.This can be downloaded by the User in PDF form. Please see Termination of Initial Registration Form PPSR Form Termination of Initial Notice Registration.docx
Certified true copy	 **Business Rule** 1. Only Registered Users in the System can request for a Certification and a Certified True Copy of report as output of the search transaction, CTC of Notice and its uploaded document. 1. Requesting CTC of Notice and its uploaded document should be independent and separate. 2. There should be no restrictions on the number of times a user can request for a certification and CTC of the same document. 3. Users should be allowed to request for a certified true copy of security interest documents or other supporting documents of a notice without requesting for a copy of a notice itself. 4. Users can request certification of their search report output on search transactions. **System Features** 1. The system should have an option for the user to select CTC to be sent via email (PDF format) or printed and sent through courier services. 2. An additional fee will be charged for courier services. Please see CTC of Initial Registration Form PPSR Form Certified True Copy.docx
Reports	**Business Rule** 1. Only registered users in the system can request different reports about users' accounts. These include finding Notice registrations that are due to expire, current registrations, serial numbers of accountable special papers and many more.
Requesting, Issuance and	**Business Rule**

Receiving of Accountable Special Paper	1. Only LRA user accounts can request, issue and receive accountable special paper. 2. Serial Numbers of special papers will be tagged to the LRA user account.
Printing	**Business Rule** 1. Only LRA accounts will be allowed to print CTC requests on a special paper. 2. Serial Numbers of special papers will be linked to Transaction Number ,or **Registration Number of Notice that the user is requesting.** 3. Serial Numbers of spoiled accountable special paper will be tagged in the system. The physical accountable special paper will be surrendered to the Property Section. 4. Serial numbers of accountable special paper should be traceable in the system.
Linkages	PPSR application should be ready to be connected to other Government services and Bank/ Financial institutions through National Justice Information System (NJIS)
Payment gateway	Payment gateway will be LANDBANK (Link.BizPortal) and other payment gateway approved and authorized by LRA.
Bank institutions	Bank Institution may be able to register through PPSR application or directly link their system to the PPSR micro service via NJIS gateway
Email and SMS Notification	System notification is integrated with the PPSR systems in order to inform or update users related to transaction/s , registrations and account validation.
Forms	System will provide pre contract agreements such as consent, etc. wherein User needs to read and accept in order for the registration to proceed.
Session Management	a. The system will automatically log out inactive sessions of a user after a specified period. The session time out period will be configurable but will be initially set at ten (10) minutes. b. The system will notify the user if a time extension is required for the session one (1) minute before the expiry of session. The session will continue if the user agrees on time extension. c. The system will automatically log out the user once the session period lapses. d. The system will clear the session data once a logout activity is completed.
Responsive	a. The PPSR portal will automatically adjust its GUI depending on the device being used by the user to access the PPSR portal. b. displays from 360x640 to 1920x1080.
Configuration for Enabling & Disabling Module	1. The system should have configurations to enable/disable modules; which could be used when the system is being upgraded or undergoing maintenance or when a specific module has an issue and needs to be turned off from public access. Users shall see a common

	page as "This feature is not available currently. Please try again later or contact LRA.
	   a. Individual User Account Registration
	   b. Search
	   c. New Notice Registration (New/Amend/Terminate)-User should not be allowed to create / initiate new notice transaction
	   d. Payment – Overall Payment attempt, shall display error. At the same time, individual payment partner when disabled shall not be shown as an option on the payment page

Date and Time Format	1. Date and Time Format will be MM/dd/yyyy hh:mm:ss tt Philippine Time
API (Bank System)	**Business Rules** 1. The system should be able to receive data from the bank system. 2. The system should be able to store data from the bank system 3. The system should be able to filter and get unique data or other information that LRA may require during the development 4. The system should be able to connect to NJIS **System Rules** 1. Unique data will be stored on Bank Created Notice once the NJIS middleware approves it. 2. The system should be able to validate data from the bank and only unique data will be stored on the bank created Notice or other information that LRA may require during the development 3. Data from the bank should be JSON Format. 4. The System should be able to convert the JSON Format into required output of the system.
API (Payment)	**Business Rules** 1. The system should be able to connect, receive and store data from **LANDBANK (Link.BizPortal)** and other payment gateway approved and authorized by LRA. 2. The system should be able to filter and get unique data and any other information LRA requires **System Rules** 1. Unique data will be stored on the system and other information that LRA may require during the development 2. The system should be able to validate data from the LANDBANK (Link.BizPortal) and other payment gateway upon approval of LRA (Data from the bank should be JSON Format.) 3. Validated Data will be provided a Unique Initial Payment Transaction No. 4. The System should be able to convert the JSON Format into required output of the system.

PPSR Data Privacy Protection Notice

The Philippines Personal Property. Security Registry is committed to the protection of Personal Information/Sensitive Personal Information/Privileged Information of all stakeholders. This Data Privacy and Protection Policy ("Policy") details the collection, processing and disclosure of your Personal Information pursuant to the Republic Act No. 10173, also known as the "Data Privacy Act of 2012" [An Act protecting the privacy of individuals while making sure of free flow of information to promote innovation and growth; regulating the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of personal data; and making sure that Government Agencies are compliant with international standards set for data protection through the National Privacy Commission (NPC)] which took effect on September 8, 2012 (the "Act").

By availing PPSR services or by providing your Personal Information/Sensitive Personal Information/Privileged Information, or otherwise by acknowledging receipt of this Policy, you have read and consent and/or you are deemed to have read and consent to us using, collecting, and processing your Personal Information/Sensitive Personal Information/Privileged Information in the manner described in this Policy.

Kindly note that the PPSR reserves the right to change, amend and/or vary this Policy at any time. You are advised to check this Policy from the PPSR website from time to time for amendments or updates.

PPSR Terms and Condition

Please read these Philippines Personal Property. Security Registry (PPSR) TERMS AND CONDITIONS (T&Cs) prior to completing the registration for an account with PPSR. The following T&Cs shall govern the terms under which you may access and use the PPSR Application and the services associated with it. By registering to PPSR or using the PPSR Application you accept and agree to be legally bound by the T&Cs. Please also read the Privacy Policy of PPSR and Acceptable Use Policy before you use any portion of the PPSR Service. The Privacy Policy describes how your personal data is collected and processed when you use the PPSR. The Acceptable Use Policy defines the set of rules that you should comply with when using the PPSR. If you do not understand or do not wish to be bound by the T&Cs or Privacy Policy, you should not access or use any portion of the PPSR.

These T&Cs shall be effective, valid and binding from the time you agreed to it and will exist up to the time that it is terminated by you or us, save for those provisions that will remain effective after termination as stated in these T&Cs, laws or regulations.

ELECTRONIC OFFICIAL RECEIPT

Electronic Official Receipt Number	
Issuing Office :	
Received from :	
Date and Time	
Transaction Number	
Assessment Number	

PAYMENT SUMMARY	
Services	**Amount**
TOTAL AMOUNT	
Mode of Payment	
Gateway Payment Channel	
Gateway Payment Channel Reference Number	

This Report confirms the successful registration of this Notice in the Philippine Personal Property Security Registry pursuant to the Republic Act No. 11057.

ASSESSMENT FORM

Assessment Number	
Issuing Office	
Received from :	
ASSESSMENT SUMMARY	
SERVICES	**AMOUNT**
Registration of XXXXXXX (1 page)	**XXXXX**
additional page	**XXXXX**
TOTAL AMOUNT	**XXXXXXXX**

This Report confirms the successful registration of this Notice in the Philippine Personal Property Security Registry pursuant to the Republic Act No. 11057.

CERTIFIED TRUE COPY OF SEARCH REPORT

SEARCH SUMMARY	
Search Notice Registration Number	
Search Date and Time Registered	
Search Criteria	
Search Transaction Number	
Count of Notice Found	

This Report confirms the successful registration of this Notice in the Philippine Personal Property Security Registry pursuant to the Republic Act No. 11057.

CERTIFIED TRUE COPY OF NOTICE REPORT

NOTICE SUMMARY	
Notice Registration Number	
Date and Time Registered	
Registered by	
Transaction Number	
Receipt Number	

This Report confirms the successful registration of this Notice in the Philippine Personal Property Security Registry pursuant to the Republic Act No. 11057.

AMENDMENT OF NOTICE REGISTRATION REPORT

AMENDMENT NOTICE SUMMARY	
Amendment Registration Number	
Date and Time Registered	
Registered by	
Transaction Number	
Receipt Number	
INITIAL NOTICE SUMMARY	
Notice Registration Number	
Date and Time Registered	
Registered by	
Transaction Number	
Receipt Number	
COLLATERAL DETAILS UPDATE	
Type	
Class	
Description	
GRANTOR DETAILS UPDATE	
Name	
Type	
Address	

AMENDMENT OF NOTICE REGISTRATION REPORT

CREDITORS DETAILS UPDATE	
Name	
Type	
Address	
TRANSACTION DETAILS UPDATE	
Term Start Date	
Term End Date	

This Report confirms the successful registration of this Notice in the Philippine Personal Property Security Registry pursuant to the Republic Act No. 11057.

TERMINATION OF INITIAL NOTICE REGISTRATION REPORT

NOTICE SUMMARY	
Termination Registration Number	
Notice Registration Number	
Date and Time Registered	
Registered by	
Transaction Number	
NOTICE DETAILS	

Notice is hereby given of the Termination of Notice REgistrationNumber XXXXXXXXX

— End of Report —

This Report confirms the successful registration of this Notice in the Philippine Personal Property Security Registry pursuant to the Republic Act No. 11057.