



Bringing In Revenues  
for Nation-Building

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE



February 28, 2025

## REVENUE MEMORANDUM ORDER NO. 031-2025

Subject **Guidelines and Procedures on the Conduct of Proof-of-Concept (POC) for Information and Communications Technology (ICT) - related Products/Solutions and Services**

To **All Revenue Officials, Employees and Others Concerned**

### I. OBJECTIVES

This Order is issued to:

1. Prescribe the guidelines and procedures on the conduct of Proof-of-Concept (POC) for ICT - related products/solutions and services.
2. Establish adequate controls for proper monitoring of all POC engagements.
3. Ensure submission and completeness of all POC documentations required prior to conduct, during actual and completion of the engagement.

### II. DEFINITION OF TERMS

1. Proof-of-Concept – a prototype or early-stage demonstration confirming whether an idea or technology can deliver the desired outcome.
2. ICT Vendor / Service Provider – a vendor that provides IT solutions and / or services to end users and organizations.
3. Project Manager – refers to any BIR official / employee who is designated / assigned to ensure the tracking and full completion of projects and its deliverables.
4. Functional Manager – a functional owner, process owner, and/or project proponent, maybe a high-ranking official in the Bureau who serves as the overall overseer of the project, providing overall direction and is accountable for the various projects under their respective functional services across the Bureau. For purposes of this Order, Functional Group refers to Operations Group, Resource Management Group, Legal Group and Large Taxpayers Service.



5. Technical Manager – refers to Information Systems Group counterpart of Functional Manager that provides technical expertise and support needed for the project.
6. Disruptions – refers to any unforeseen events that arise, which may hinder ICT operations or processes such as technical issues, data breaches, delays in timelines, natural disasters.

### **III. POLICIES AND GUIDELINES**

1. Functional and Technical Managers shall initiate the conduct of POC discussions on any ICT-related products/solutions or services based on the determined needs and/or proposals/offers of ICT Vendors/Service Providers, upon approval of the concerned Deputy Commissioner.
2. For POC proposals offered by ICT Vendors/Service Providers to Functional Groups, the following activities shall always be conducted in coordination with the ISG counterpart to ensure that it meets relevant functional and technical requirements of the Bureau:
  - a. Evaluation of POC Proposals;
  - b. Conduct of Proof-of-Concept; and
  - c. Recommendation as to acceptance / rejection of the technical proposal based on the result of evaluation.
3. Once ISG determines that the POC proposal is feasible, a Request for Proposal for the Proof-of-Concept (RFP for POC) which is attached herewith as Annex A shall be publicly announced.
4. The RFP for POC shall remain open for one (1) month from the date of publication. Only those who successfully submit their Letter of Intent (LOI) and other relevant requirements during the prescribed period shall be considered for participation in the POC.
5. Participation in the POC does not guarantee acceptance of a bid in the actual biddings and awards process for the potential project that may result from the POC.
6. All conduct of POC shall require the approval of the Deputy Commissioner of the Information Systems Group (DCIR ISG) and Deputy Commissioner of concerned Functional Group (*for non-ISG initiated POC requests*).
7. ICT Vendors/Service Providers shall assume all resource requirements for the conduct of POC.
8. POC duration / engagement shall not exceed one (1) month.



9. Conduct of POC shall not disrupt ICT operations in any way. Unresolved problems and/or disruptions caused or attributed to the POC shall cause the immediate termination of the POC engagement. A written notice of termination shall be sent to the ICT Vendors/Service Providers and shall be effective immediately.

## IV. PROCEDURES

### A. POC Initialization

#### 1. Designated Project Manager

- 1.1 Meet/communicate with prospective ICT Vendors/Service Providers on the conduct of POC; notify the concerned Assistant Commissioner (ACIR) of the possible conduct of POC.
- 1.2 Prepare the RFP for POC for publication on BIR's official online channels. Interested ICT Vendors/Service Providers shall submit an LOI and the relevant documents specified in the RFP for POC.
- 1.3 Receive and review the LOI and POC proposal from ICT Vendors/Service Providers.
- 1.4 Forward the submitted documents of the Proponents to the Information Technology Planning & Standards Division - Information Systems Development & Operations Service (ITPSD – ISDOS) for checking / verification as to completeness of requirements.
- 1.5 Coordinate with ICT Vendors/Service Providers in case of any revision/ adjustment in the POC proposal based on the observations/ comments by ITPSD – ISDOS.
- 1.6 Receive from ICT Vendors/Service Providers the revised / adjusted POC proposal; validate if the observations / comments were considered. Otherwise, return to ICT Vendors/Service Providers to consider the observations/comments to process POC request.
- 1.7 Prepare and route the endorsement letter for signature of the concerned ACIR and approval of the DCIR-ISG and Deputy Commissioner of concerned Functional Group (for non-ISG initiated POC requests).
- 1.8 Receive from ITPSD-ISDOS the POC proposal, approved by the concerned DCIR (with control number) / disapproved request for POC.
- 1.9 Prepare and affix initial to the Non-Disclosure Agreement for POC conduct (NDA - Annex B) and Acceptable Use Policy (AUP – Annex C) and release to ICT Vendors/Service Providers for its signature. Otherwise, inform ICT Vendors/Service Providers thru email that its request for POC conduct is disapproved.
- 1.10 Route NDA for initial of Security Management Division - Information Systems Project Management Service (SMD - ISPMS) and signature of ACIR concerned & BIR Data Protection Officer (DPO).
- 1.11 Coordinate closely with SMD and Network Management and Technical Support Division (NMTSD) on technical requirements, particularly on the conduct of vulnerability assessment and evaluation of the POC network infrastructure set-up.



## **2. ICT Vendors / Service Providers**

- 2.1 Coordinate with concerned office on the following:
  - 2.1.1 Conduct of POC
  - 2.1.2 POC-related meetings; and
  - 2.1.3 Product demonstration
- 2.2 Submit LOI and POC proposal to the concerned BIR office. Adjust POC proposal as may be required.
- 2.3 Adjust/finalize POC proposal.
- 2.4 Sign the prescribed NDA and AUP.

## **3. Concerned Assistant Commissioner**

- 3.1. Receive justification from the Designated Project Manager of the possible conduct of POC.
- 3.2. Recommend approval of POC proposal following the evaluation by the ITPSD – ISDOS, SMD and NMTSD on the vulnerability assessment and POC network infrastructure set-up.
- 3.3. Sign the Endorsement Letter.
- 3.4. Endorse submitted documents of the Proponents to the Office of the DCIR-ISG and Deputy Commissioner of concerned Functional Group (*for non-ISG initiated POC requests*) for approval/signature.
- 3.5. Sign the NDA.

## **4. Data Protection Officer**

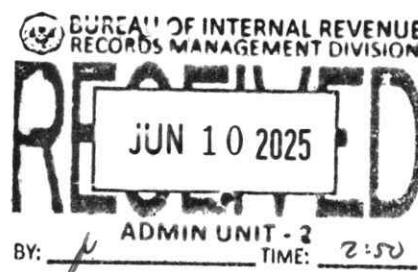
- 4.1 Sign the NDA.

## **5. Concerned Deputy Commissioner**

- 5.1. Approve / disapprove POC proposal endorsed by concerned ACIR.
- 5.2. Forward to ITPSD-ISDOS approved / disapproved POC proposal.

## **6. ITPSD - ISDOS**

- 6.1. Receive the submitted documents of the Proponents from Designated Project Manager and check completeness of requirements / compliance to this Order.
- 6.2. Receive the approved / disapproved submitted documents of the Proponents from the concerned office of the Deputy Commissioner.
- 6.3. Assign control number to approved POC proposal and provide copy to Designated Project Manager, otherwise return to the Designated Project Manager the disapproved submitted documents of the Proponents.



## **7. NMTSD - ISDOS**

- 7.1. Participate in the assessment of POC product or service with BIR requirements.
- 7.2. Provide assistance during POC preparation specifically on network infrastructure set- up.

## **8. SMD - ISPMS**

- 8.1. Provide assistance on POC preparation specifically on vulnerability assessment.
- 8.2. Affix initial in the NDA.
- 8.3. Receive copy of approved / signed NDA and AUP from concerned office.

## **B. POC Conduct**

### **1. Designated Project Manager**

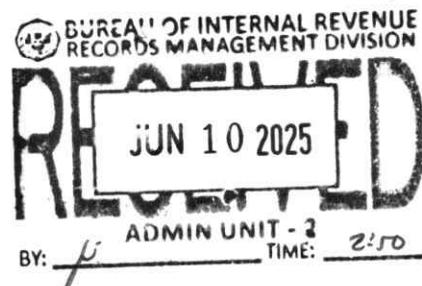
- 1.1. Facilitate conduct of POC based on the approved POC proposal.
- 1.2. Coordinate with ICT Vendors/Service Providers and / or office concerned to thresh out issues regarding POC implementation, if any, or in cases of unexpected problems on network / security / application and unresolved technical problems during POC execution. Ensure immediate resolution of problems affecting BIR ICT infrastructure.
- 1.3. Recommend discontinuance of POC for unresolved technical issues.
- 1.4. Coordinate closely with SMD and NMTSD for the assessment of technical requirements during POC engagement.
- 1.5. Monitor and document status of POC; prepare and submit to ITPSD, ISDOS the POC Weekly Status Report (Annex D) every Monday.

### **2. ITPSD**

- 2.1 Receive POC Weekly Status Report; prepare and submit Consolidated POC Status Report (Annex E) to ODCIR – ISG thru the ACIR – ISDOS.

### **3. ICT Vendors / Service Providers**

- 3.1. Conduct POC based on approved POC proposal.
- 3.2. Attend meeting/s coordinated by concerned office / PM.
- 3.3. Correct problems that may affect BIR IT infrastructure, if any.
- 3.4. Resolve issues together with Designated Project Manager and ISG offices concerned.
- 3.5. Implement and document resolutions.
- 3.6. Discontinue conduct of POC if issues are not resolved.



## C. POC Evaluation

### 1. Designated Project Manager

- 1.1 Prepare POC Evaluation Summary Report (Annex F) for submission to concerned DCIR thru concerned ACIR ten (10) working days after completion / termination of POC.
- 1.2 Provide ITPSD-ISDOS a copy of signed POC Evaluation Summary Report for safekeeping / storing at the ISG Technical Library.
- 1.3 Present to DCIR-ISG and concerned Functional Group result of POC conduct, if required.

### 2. ITPSD - ISDOS

- 2.1 Receive final and signed POC Evaluation Summary Report from concerned office / PM; scan and upload to ISG technical library.

### 3. Concerned Assistant Commissioner

- 3.1 Receive POC Evaluation Summary Report, make recommendation to DCIR-ISG and DCIR of concerned Functional Group (*for non-ISG initiated POC requests*).

### 4. Concerned Deputy Commissioner

- 4.1 Approve / disapprove the recommendation / result of POC conduct.
- 4.2 Inform / recommend to CIR result of POC conduct, if required.

## V. REPEALING CLAUSE

All other issuances which are inconsistent herewith are hereby repealed or modified accordingly.

## VI. EFFECTIVITY

This Order takes effect immediately.



  
ROMEO D. LUMAGUI, JR.  
Commissioner of Internal Revenue

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